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# IPDRS Project Contractor Manual



# **Contractor Manual**

Version: 1.0

<IPDRS-CONTRACTOR MANUAL-001>

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# **TABLE OF CONTENT**

1.	READ	THIS FIRST	5
	1.1	Application name is CIDB International Project Database System (IPDRS)	5
	1.2	What is the Purpose of This Manual?	5
	1.3	Audience	5
	1.4	Accessing the Application	5
2.	USER	ADMINISTRATION	6
	2.1	Authorization	6
3.	USER	INTERFACE FEATURE	8
	3.1	Standard Feature	8
	3.2	Screen Login	3
	3.3	Session Timeout	5
	3.4	Whole Page10	6
	3.5	Tree Menu2	1
4.	SYSTE	EM MANUAL24	4
	4.1	Tender Announcements	4
	4.1.1	Open Tender Announcements screen24	4
	4.1.2	Search Specific Tender Announcements Record by Country	4
	4.1.3	View List of Tender Announcements25	5
	4.1.4	View Details of Specific Tender Announcements Record	7
	4.1.5	Download Specific Tender Announcements Record2	8
	4.2	Company & Projects Data29	9
	4.2.1	Companies	9
	4.2.2	Projects30	6
	4.3	Change Password4	7
	4.3.1	Change Password4	7
	4.4	Contact Info50	0
	4.4.1	Open Contact Info screen50	0
	4.5	Reports5	1
	4.5.1	Total Projects By Year5	1
	4.5.2	Total Projects By Value50	6

	4.5.3	CIDB Market Segmentation	60
	4.5.4	Country	67
	4.5.5	Category/Scope	76
	4.5.6	Company List	83
	4.5.8	Joint Venture Companies	97
	4.5.9	Tender Report	. 103
	4.5.10	Awarded Report	. 105
4.6	Feedbacl	K	- 108

# 1. READ THIS FIRST

Welcome to the IPDRS application. This section is primarily intended for new readers by introducing key information about the purpose and format of the document.

#### 1.1 Application name is CIDB International Project Database System (IPDRS)

The main functions of the current CIDB International Project Database is to allow public users to gain in depth information relating to overseas contraction projects by giving the users the ability to perform data mining by querying project details, project summary and monitor project statuses overseas. Though system does not function as expected as many features are incomplete or do not work. User can search for projects details based on limited criteria and system does not function as expected.

The objective of this requirement is:

- System should excite and encourage the users who are not IT/Tech savvy to use the system.
- System should be intuitive, easy to use.
- System should increase the efficiency and effectiveness of CIDB by providing better project data representation.

## 1.2 What is the Purpose of This Manual?

This manual is a User's Manual for the user interfacing with IPDRS system. Its main purpose is to provide a detail definition of the operation of the function that user can perform to manage IPDRS system. Its secondary purpose is to provide a definition of the basic concepts and terms that are used in the process of operating the IPDRS system. The purpose of this manual is to document the forms (screens), topical essays on specific business processes and any other reference information that would assist the users in operating the application system.

## 1.3 Audience

This document is intended for any users of the IPDRS system. This will serve as the user guide for running the IPDRS system.

# 1.4 Accessing the Application

To access the IPDRS Application uses the following URL 'http://apps.cidb.gov.my/international'.

# 2. USER ADMINISTRATION

IPDRS system uses RBAC approach to implement User Administration module. RBAC (Role-Based Access Control) is an approach of restricting system access to authorized users. RBAC will limit particular user to its particular role and particular set of actions.

The advantages of using RBAC approach are:

- 1. Role assignment: a subject can execute a transaction only if the subjects has selected or been assigned a role.
- 2. Role authorization: a subject's role must be authorized for the subject. With rule 1 above, this rule ensures that users can take on only roles for which they are authorized.
- 3. Transaction authorization: a subject can execute a transaction only if the transaction is authorized for the subject's role. With rule 1 and 2 above, this rule ensures that users can execute only transactions for which they are authorized.

User Administration in IPDRS system plays important role in maintaining properties of user and managing level of authentication and authorization. The term "Edit" here means creation, alteration and deletion of tables. In IPDRS, the tables for user administration will be:

- User table,
- Role table and
- Permission

Only IPDRS Administrator has access to manage User Administration, whereas others don't have this privilege.

# 2.1 Authorization

Authorization is the process of giving someone permission to do or have something a system administrator defines for the system which users are allowed access to the system and what privileges of use.

In IPDRS system list of roles that identified as follows:

- Public Users
- IPDRS Administrator
- Contractors

Permissions in IPDRS system are:

- View
- Add/Edit/Delete

The term "Edit" here means creation, alteration and deletion of tables.

Each role has different permission to the system. Each user will be mapped only to one role.

Here is the example of user administration matrix. This is configurable.

Role	Module	Permission
Public Users	Tender Announcements	View/Search/Download
	Registration Form	Register
	Contact Info	View
	Reports	View/Export/Print
IPDRS Administrator	Master Data	
	<ul> <li>Companies</li> <li>Company Category</li> <li>Project Categories</li> <li>Projects</li> <li>Project Status</li> <li>Countries</li> <li>Currency Exchange</li> <li>Procurements</li> <li>Audit Interface</li> </ul>	Search/Add/Edit/Delete Add/Edit/Delete Add/Edit/Delete Search/Add/Edit/Delete Add/Edit/Delete Add/Edit/Delete Add/Edit Search/Export Add/Edit/Delete View
	Tender Announcements	View/Search/Download/Add/Edit/Delete
	Change Password	Change New Password
	New Contractors	Delete
	User Management  Users  Vendor Users  Roles Add Contact Info	Add/Deactivate Add/Deactivate View Add/Edit/Delete View/Export/Print
Contractors	Companies & Projects Data	
	<ul><li>Companies</li><li>Projects</li></ul>	Edit Add/Edit
	Change Password	Change New Password
	Contact Info	View
	Reports	View/Export/Print

Table 1.1 User administration matrix sample

# USER INTERFACE FEATURE

#### 3.1 Standard Feature

Reliable has a standard on Master data Administration. This is a very comprehensive and feature rich standard which will be extended to the IPDRS project. We provide some User Friendly Features to user. These features are described below:-

- 1) Pagination
- 2) Display of no of rows info
- 3) Selectable no of rows to display in a page
- 4) Search on searchable fields
- 5) Selectable search on fields
- 6) Export to CSV
- 7) Add new Data
- 8) Edit Existing Data
- 9) Delete Existing Data
- 10) Listing of Data
- 11) Context sensitive menu for master data operation (add, edit, delete)
- 12) Any column sorting on any order asc/desc
- 13) Hide and show columns

#### **Exp Result:**

#### 1) Pagination:-

By using Pagination feature user can move to next page, previous page, first page, and last page. We also provide text field to enter direct page number.

#### **Screenshot:**



Figure 1.2: Pagination feature

## 2) Display of no of rows info :-

This will specify how many records are displayed and how many records are in DB.



Figure 1.3: Records Number

## 3) Selectable no of rows to display in a page :-

This feature allows the user to display the no of records in a page and we provide option box to choose record. User thus has the flexibility to control how many records are to be displayed in one page.

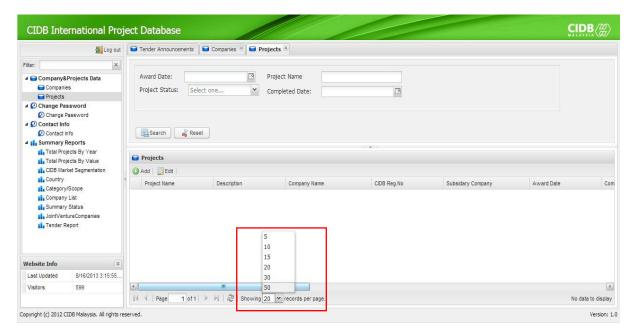


Figure 1.4: Records Number Setting

# 4) Add new Data :-

If user want to add new record then clicks on the Add button to popup the below dialog box.

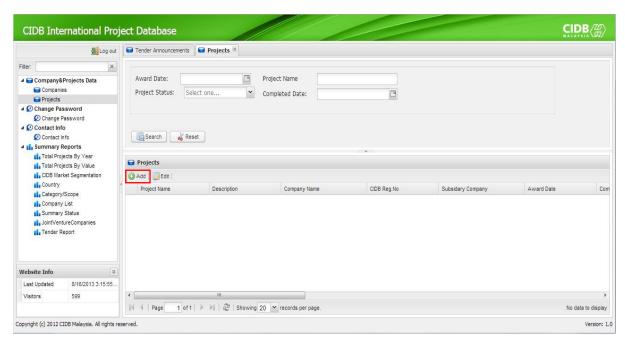


Figure 1.7: Add new record

## 5) Edit Existing Data :-

User can edit any record by clicks on edit button and make sure u need to select one record before editing any record.

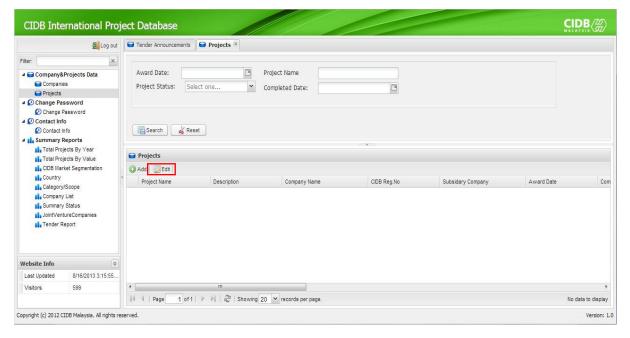


Figure 1.8: Edit existing record

## 6) Delete Existing Data :-

User can delete any record by clicks on delete button and make sure u need to select one record before deleting any record.

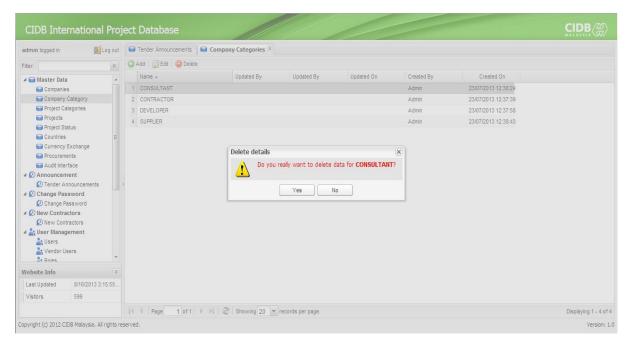


Figure 1.9: Popup message warning while deleting record

#### 7) Listing of Data:-

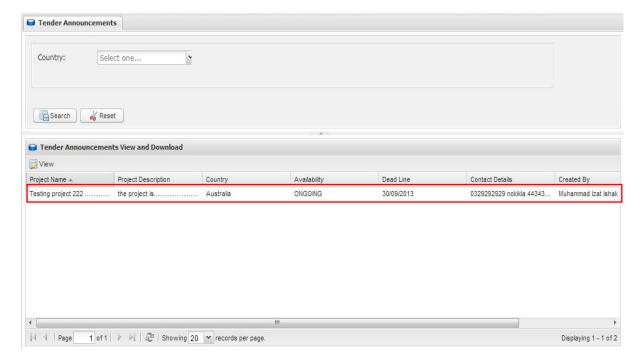


Figure 1.10: List of records

8) Context sensitive menu for master data operation (Add, Edit, Delete):

It's another simplified option to user to add/edit/delete record by simply right clicks on any record to appear one popup.

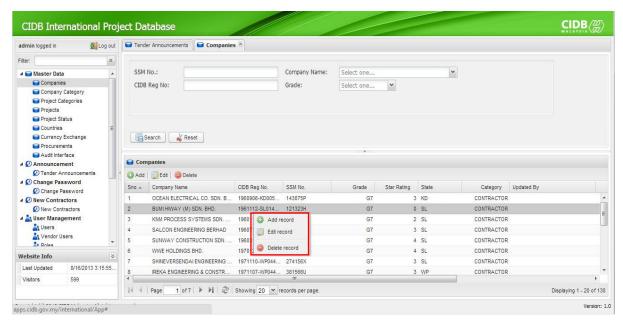


Figure 1.11: Context sensitive menu

## 9) Any column sorting on any order ASC/DESC :-

By using the feature user can easily sort any column, sorting can be in Ascending Order/Descending Order.

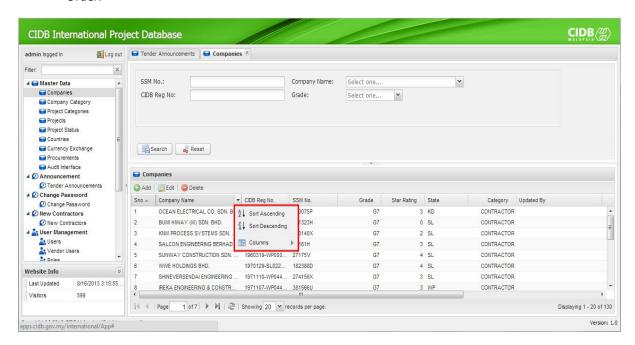


Figure 1.12: Sorting feature

#### 10) Hide and show columns :-

If u doesn't want any column u can hide.

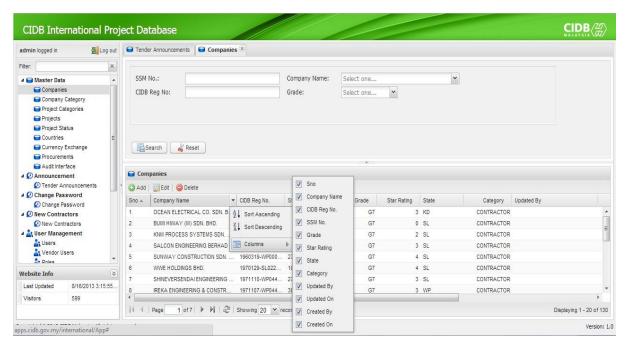


Figure 1.13: Hide/Show Columns feature

## 3.2 Screen Login

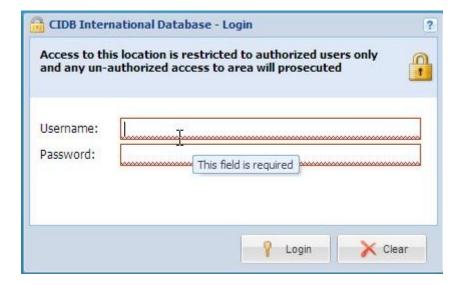
Screen login is for user which provide system authentication. User should enter correct username and password in order to access IPDRS System.



The main login screen.



Username and Password are mandatory to be filled up. Mandatory fields were marked with an asterisk.

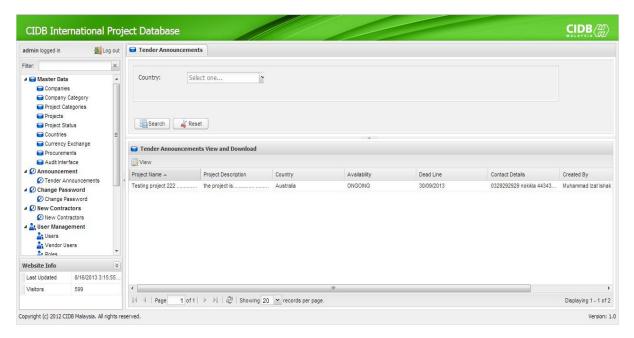


When user clicks on Login without inserting any data, the mandatory field will be remarked with red color as warning that it is mandatory field and user need to insert data before clicks on Login button.

If user entering incorrect username or password, system will give an alert.



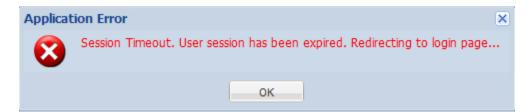
Then, user need to re enter again the correct info.



If authentication page is pass and correct, system will bring user to main page of IPDRS System screen.

## 3.3 Session Timeout

In IPDRS System, session time for user is 30 minutes. If user is idle within that period, system will warn user to re login into the system again once user clicks on any tree menu or any button.

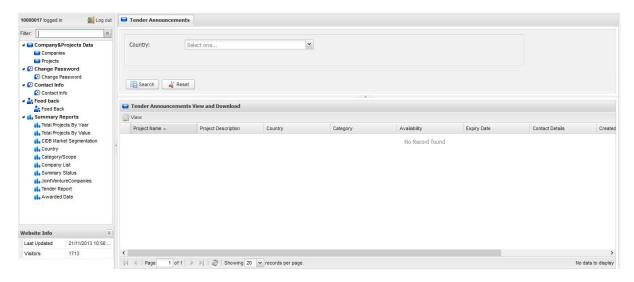


User will receive Warning message as above from the system if user session is expired.



Upon user clicks on OK button, system will redirect user back to login page and user need to re login in terms to using IPDRS System.

# 3.4 Whole Page



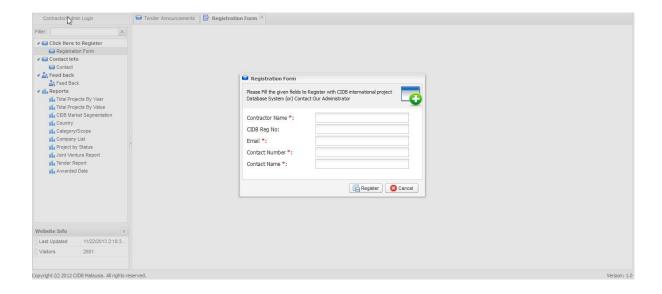
This is the main page of IPDRS System. From this main screen, user can see several menus on the left side.



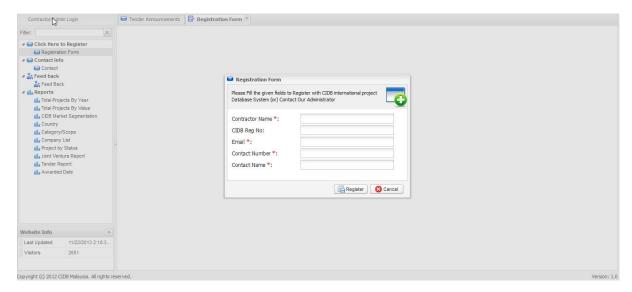
This is the header or the upper menu of the main page.



Some of menus provided in the left side.



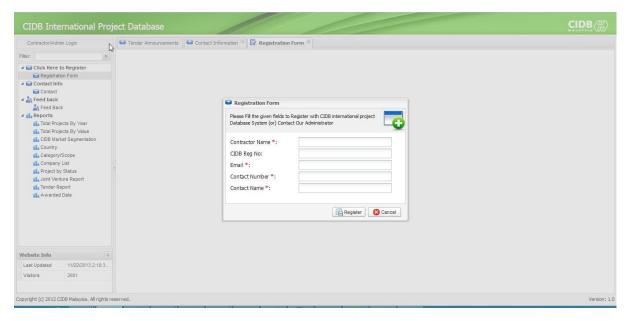
When user clicks on one menu from the left side, system will open that particular menu in its own tab / page.



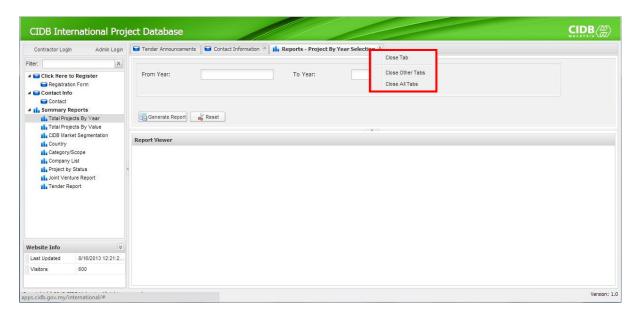
Upon user clicks on second menu from the left side, system will open that particular menu in a new tab without closing the first tab clicked.



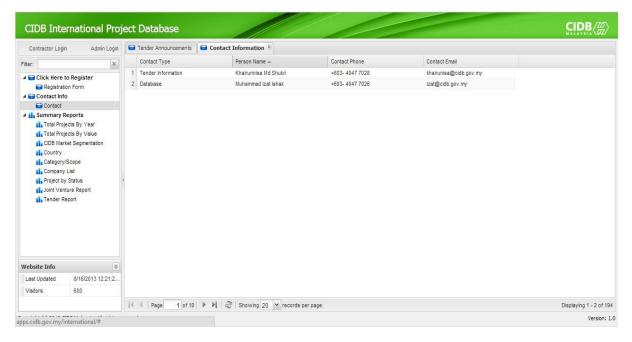
User able to clicks on more than one menu within one time.



The arranged menu can be seen on the top of system screen.



User can right clicks on each tab to close it. If user selects Close Tab, system will close menu where user right click on it.



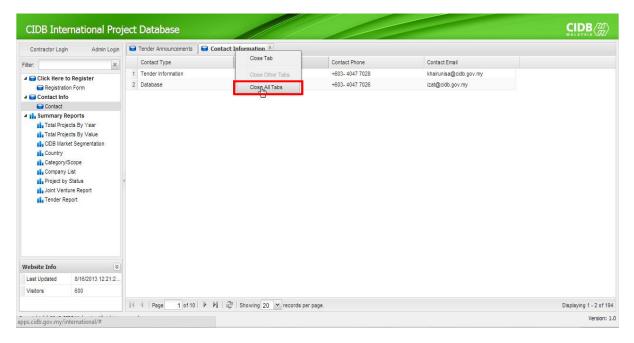
For example, user right clicks on Project By Year Selection and click close tab. So system will close Project By Year Selection module and remain the rest.



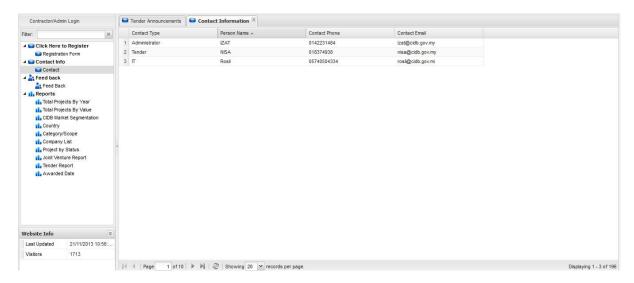
User can right click on each tab to close other tabs. If user selects Close Other Tabs, system will close other open module except menu where user right clicks on it.



For example, user right clicks on Project By Value Selection and click Close Other Tabs. So system will close all open menu except Project By Value Selection module.

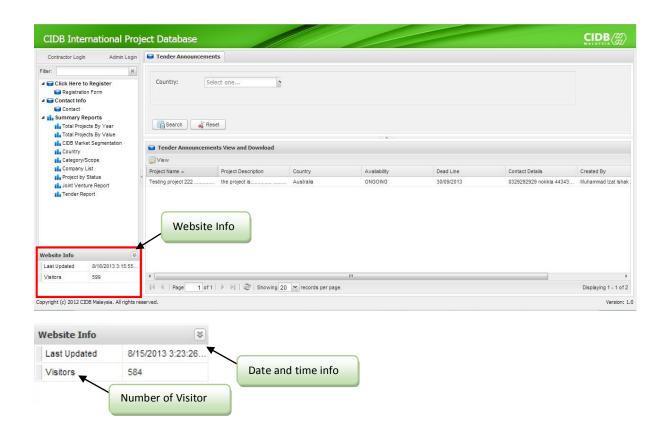


User can right clicks on each tab to close all tabs. If user selects Close All Tabs, system will close all open menus.



Once user selects Close All Tabs, system will close all open menus and listing view will be empty.

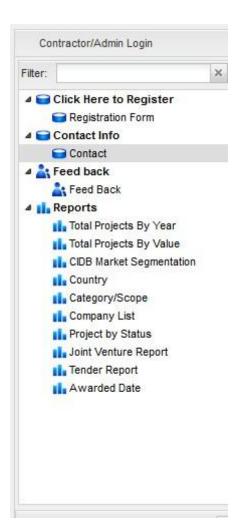
IPDRS system also provide website info as in the screen below.



Screen above shows website information which are last updated and visitors. Last Updated indicate date and time last visit by user and Visitors indicate number of visitors have accessed IPDRS system.

# 3.5 Tree Menu

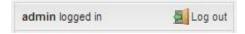
Tree Menu can be defined as menu listed on the left side of IPDRS System main page.



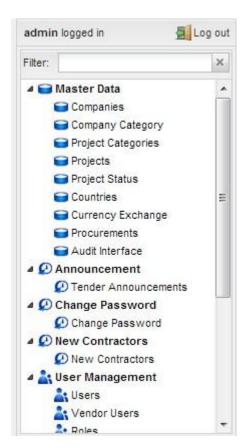
User is provided with several menus which cover up on several important modules in IPDRS.



Upon user key in input in the Filter box, system will directly search for the related record exists in the modules. For example, user search for 'usage' word, so system will show all modules which consist of 'usage' word. When user search for Master Module, the tree menu will expand the sub modules inside.



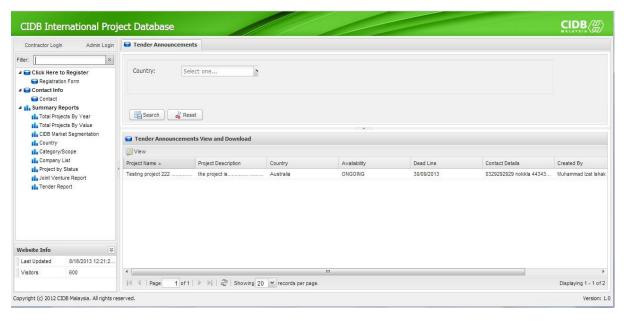
On the upper left side, there have logged in info and log out button. For logged in info, system will display name of user who currently access to the system.



System has Main Menu and sub menu. For example above, CDR is Main Menu / Module while CDR Unique Keys and the rests are sub menus / sub modules.



User can easily log out from system by clicks on Log Out button near Logged In Info.



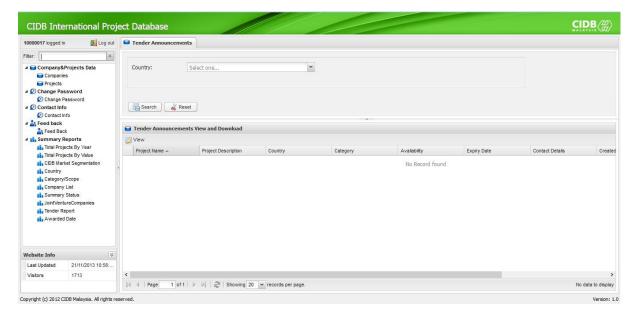
Upon user clicks on Log Out button, system will move user to system Login Page and user need to key in Username and Password again if user wants to re access back.

# 4. SYSTEM MANUAL

#### 4.1 Tender Announcements

#### 4.1.1 Open Tender Announcements screen

 Once user have login to IPDRS system, Tender Announcements screen will be displayed directly.



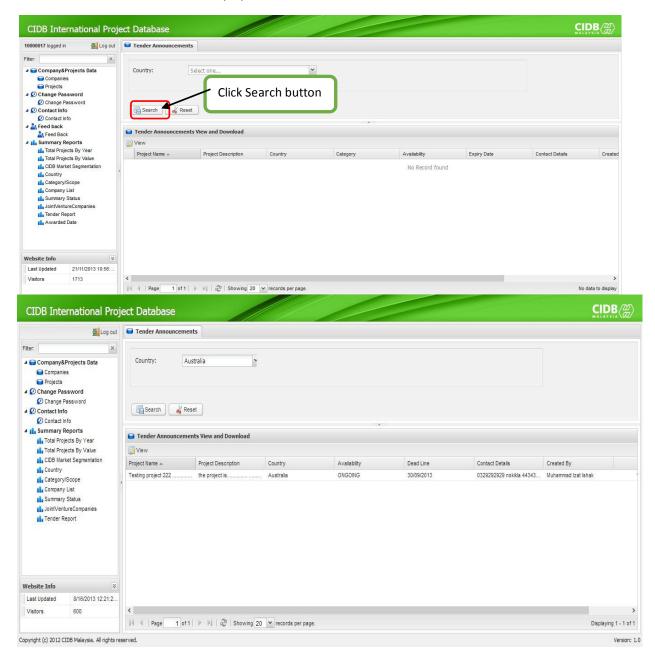
## 4.1.2 Search Specific Tender Announcements Record by Country

Click on drop down button to select country



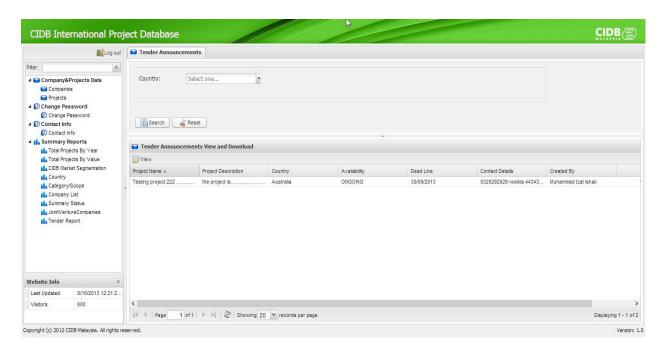
Click Search button

The search result is displayed as screen below:



## 4.1.3 View List of Tender Announcements

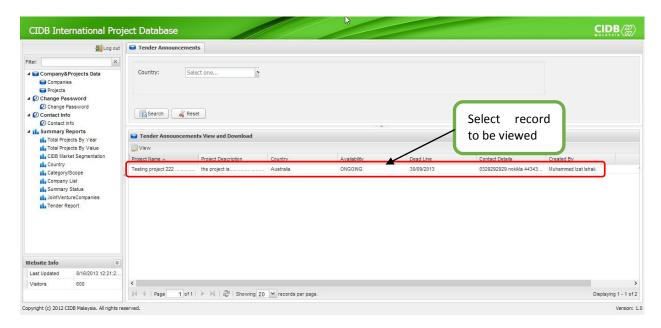
• Once contractor have an access to the system. The list of tender announcements is displayed.



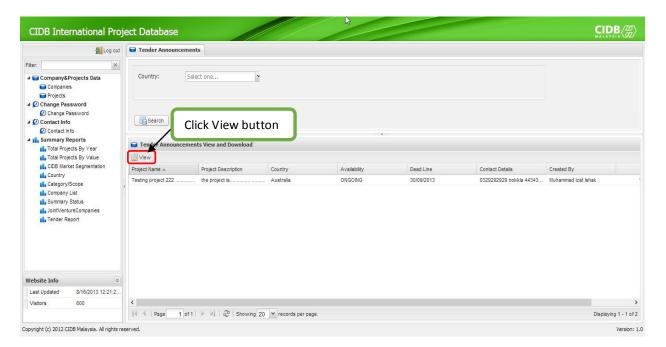
List of tender announcements is viewed successfully.

## 4.1.4 View Details of Specific Tender Announcements Record

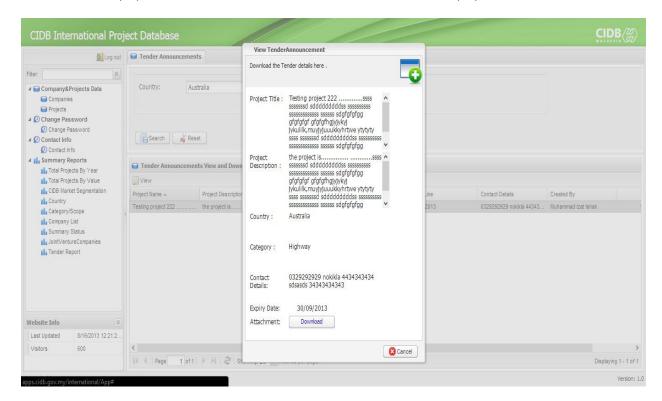
• Select a record in the panel to be viewed



Click View button

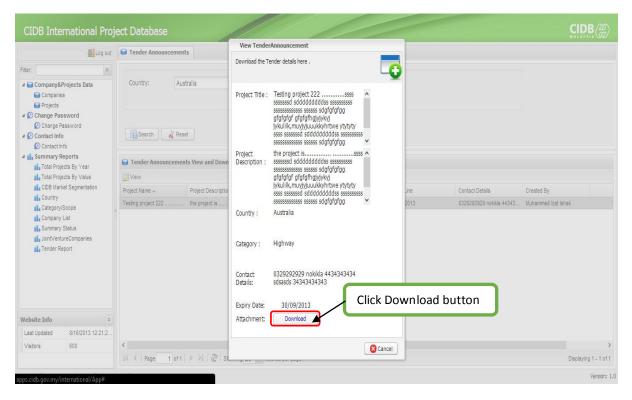


Pop up window of View Tender Announcement details will be displayed as screen below:



#### 4.1.5 Download Specific Tender Announcements Record

Click Download button



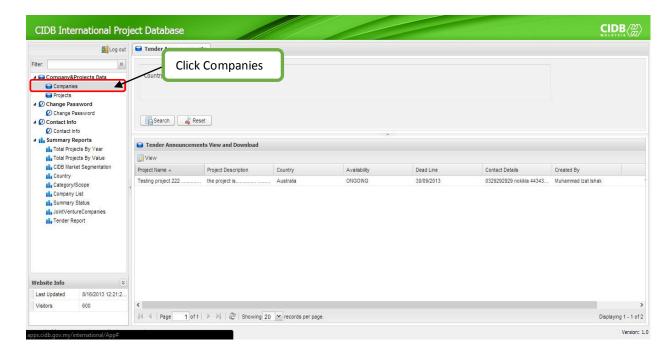
The specific tender announcement is downloaded successfully.

# 4.2 Company & Projects Data

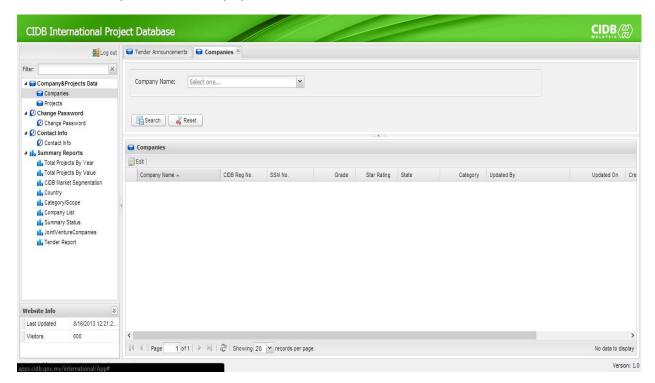
#### 4.2.1 Companies

#### 4.2.1.1 Open Companies screen

• Click Companies under Companies & Project's Data category on tree menu.

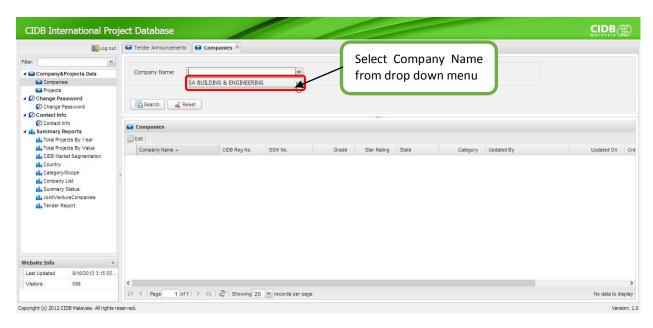


• Companies screen is displayed on screen below:

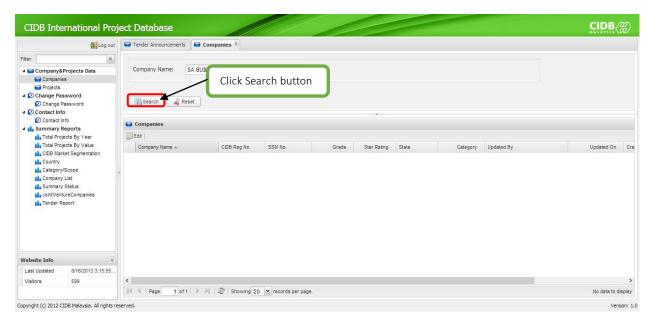


#### 4.2.1.2 Search Specific Companies by Company Name

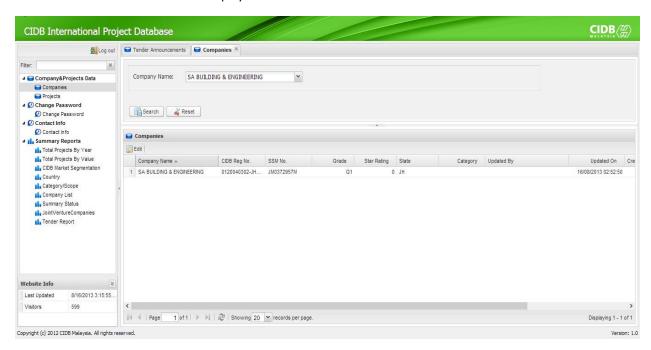
• Click on drop down menu to select Company Name.



Click Search button.

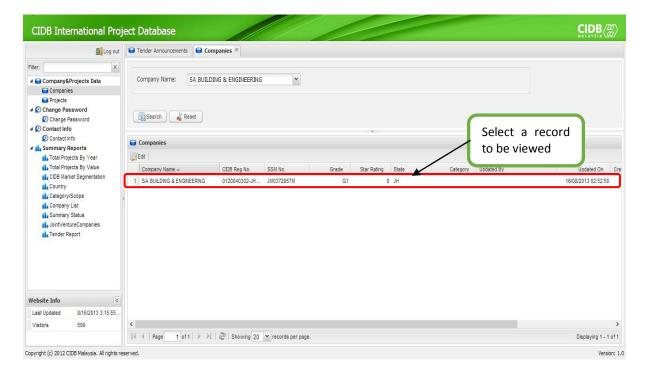


The search result is displayed on screen below:

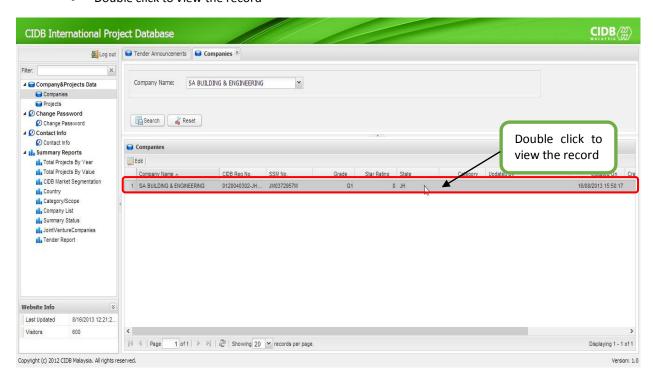


#### 4.2.1.3 View Company details

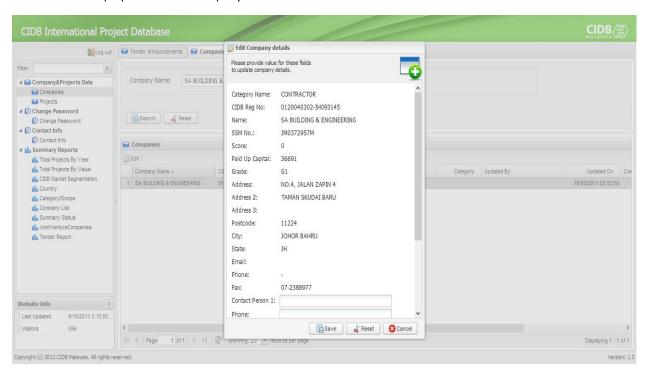
• Select a record in the panel to view



• Double click to view the record



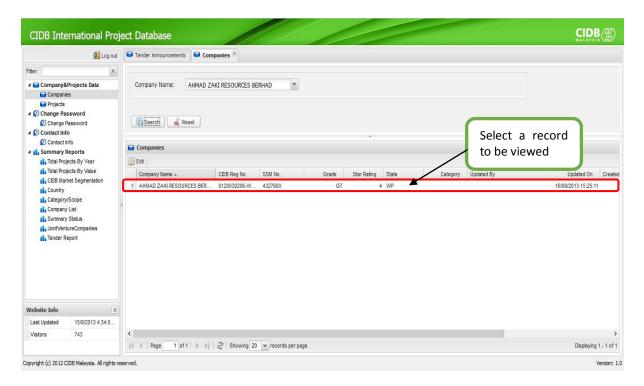
• Pop up window of Company details is shown on screen below:



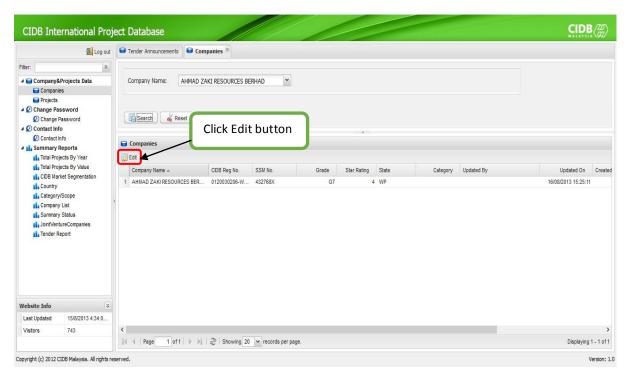
• The Company details screen is viewed successfully.

## 4.2.1.4 Update/Edit Company details

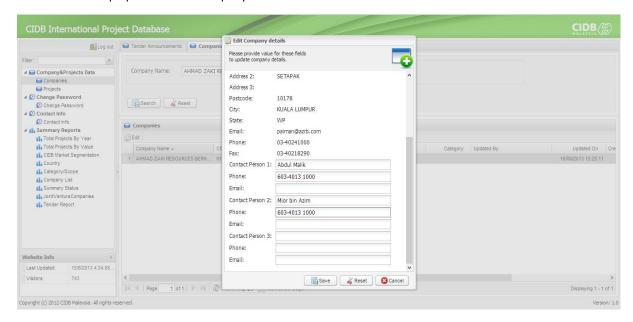
· Select a record in the panel to update/edit



Click Edit button



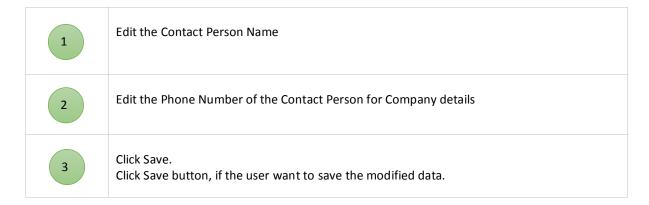
• Pop up window of Company details is shown in screen below:



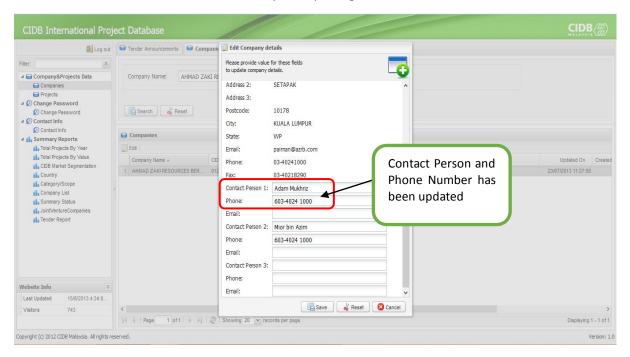
Edit the Company details



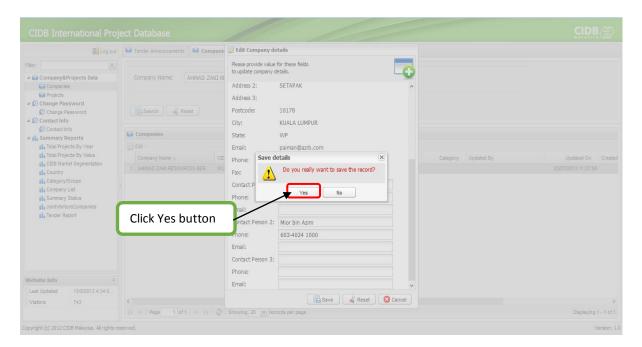
# Follow the following steps:



• The screen below shows an example of updating the latest Contact Person and Phone Number



- Confirmation dialog is displayed.
- Click Yes to save the modified data.

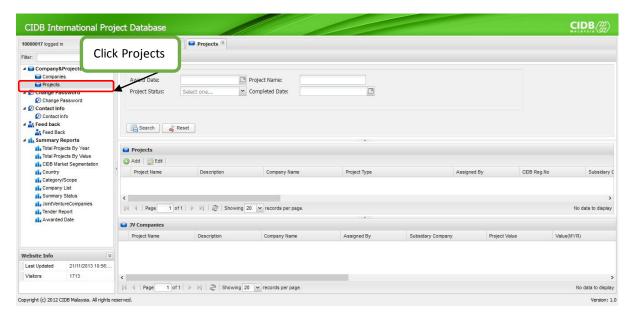


Record is updated successfully.

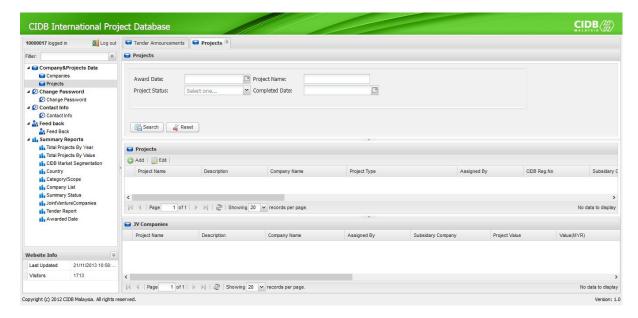
## 4.2.2 Projects

## 4.2.2.1 Open Projects screen

• Click Projects under Companies & Project s Data category on tree menu

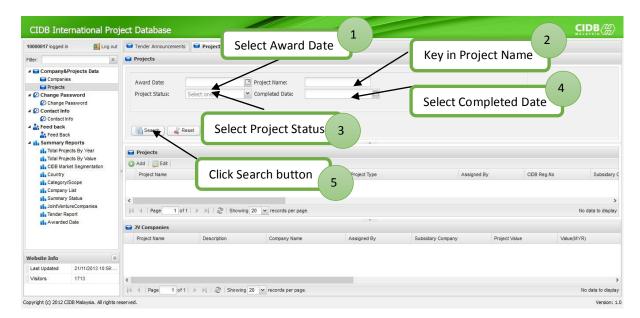


Projects screen is displayed as screen below:

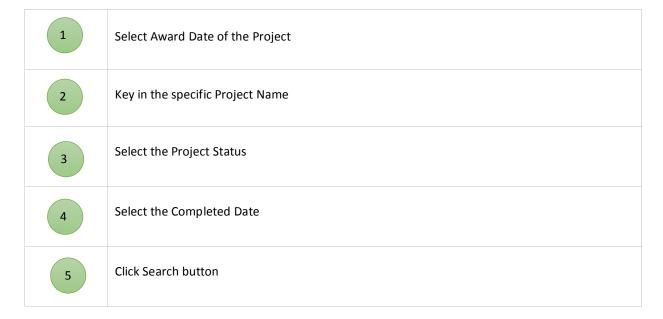


# 4.2.2.2 Search Specific Projects by records

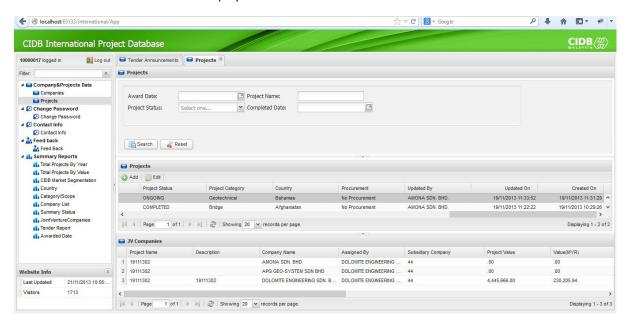
- Enter all the fields in search panel.
- Click Search button.



### Follow the following steps:

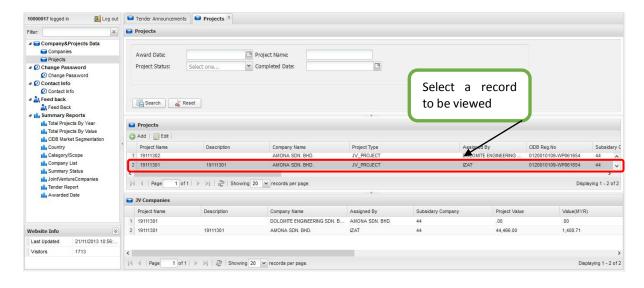


• The search result is displayed as screen below:

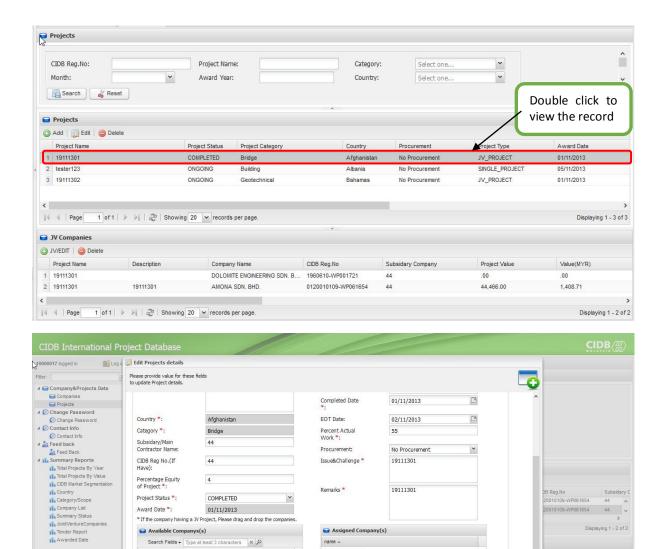


### 4.2.2.3 View Project details

Select a record in the panel to view



- Double click to view the record
- Pop up window of Company details is shown in screen below:



JV project contractor can assign the project to the other contractors

Page 1 of 1 Page Showing 20 v records per page

Search Fields - Type at least 3 characters X P

1234 123ali

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ACP (MALAYSIA) SDN BHD

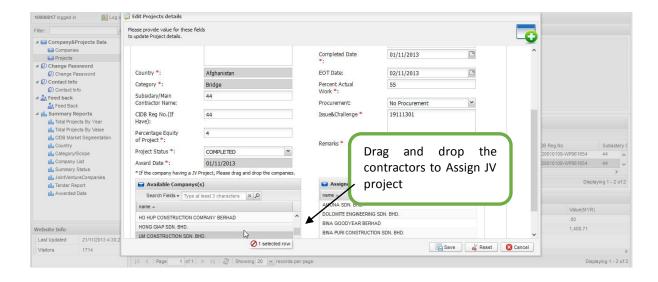
- The Company details screen is viewed successfully.
- if the user needs to update the project details can be drag and drop the contractors

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1,408.71

Displaying 1 - 2 of 2

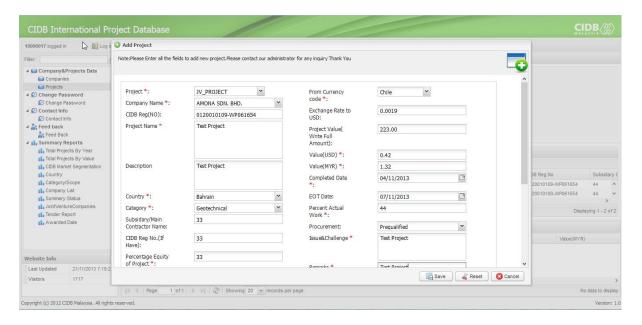
Save & Reset Cancel

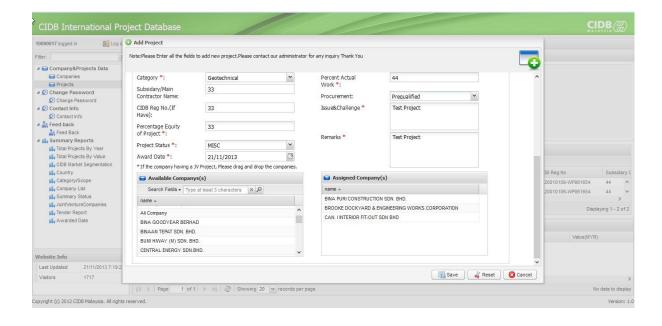


### 4.2.2.4 Add new Project

Click Add button and pop up window of reminder screen will appear

- Click ok button
- Pop up window of adding new project screen is shown as below:





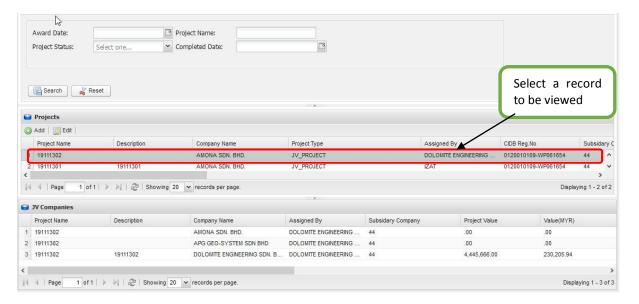
Follow the following steps:

1. Select Company Name

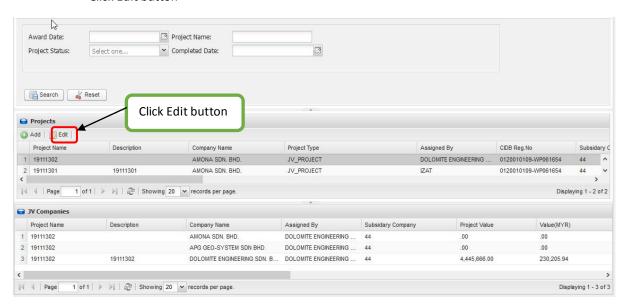
- 2. CIDB Registration Number appears automatically (Company)
- 3. Key in Project Name
- 4. Key in Description
- 5. Select Country
- 6. Select Category
- 7. Key in Subsidiary/Main Contractor Name
- 8. Key in CIDB Registration Number (Contractor/Subsidiary)
- 9. Key in percentage equity
- 10. Select Project Status
- 11. Select Award Date
- 12. Select from currency code if exchange rate available enter project value else enter the exchange rate manually
- 13. Value (USD)
- 14. Value (MYR)
- 15. Select Completed Date
- 16. Select EOT Date
- 17. Percent Actual Work
- 18. Procurement
- 19. Select Issue & Challenge
- 20. Remarks
- 21.If project type is JV\_PROJECT drag and drop the contractors from left panel to Right panel
- 22, if wrong drag , please press cancel and redo again
- 23. Click Save button
- New Project is created successfully.

## 4.2.2.5 Update/Edit Project details

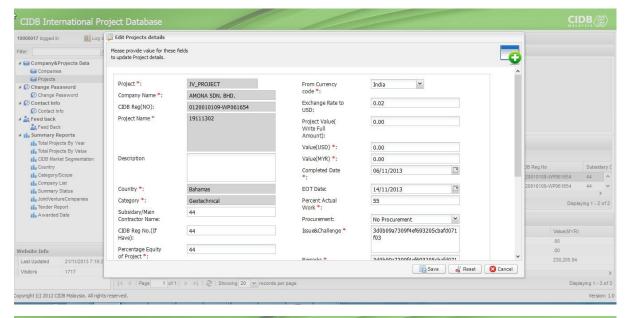
Select a record in the panel to update/edit

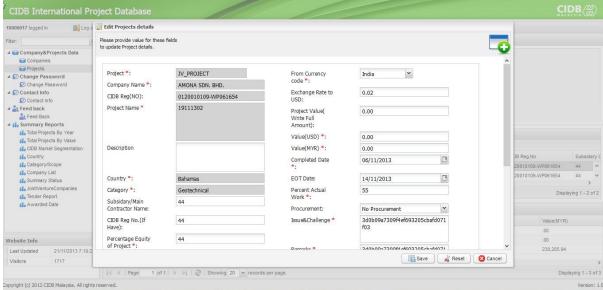


Click Edit button

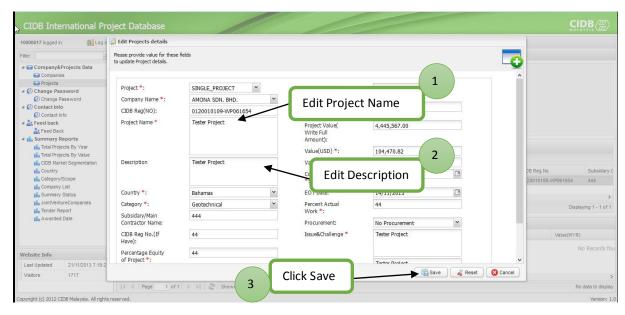


• Pop up window of Project details is shown in screen below:

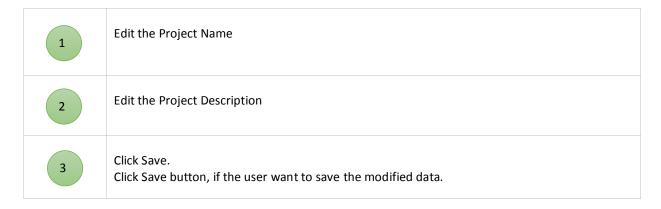




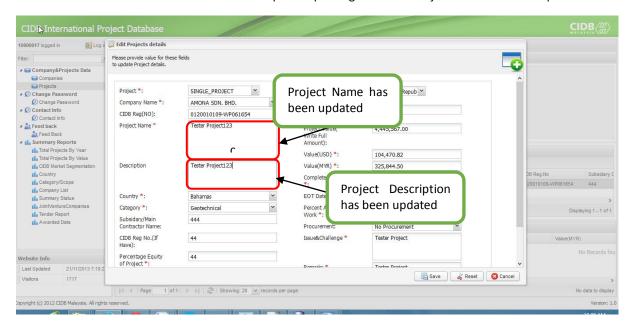
Edit the Project details



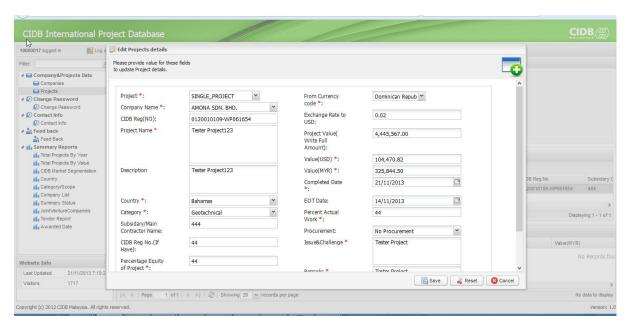
## Follow the following steps:



The screen below shows an example of updating the latest Project Name and Description



- Confirmation dialog is displayed.
- Click Yes to save the modified data.



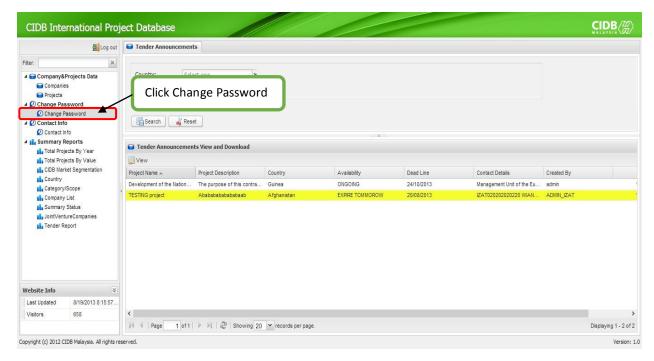
- Record is updated successfully.
- If single project contractor can edit anything to his project but cannot delete
- If JV project can edit some of the items only shown above

# 4.3 Change Password

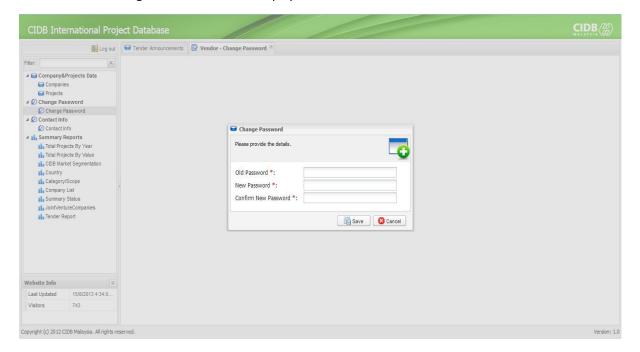
## 4.3.1 Change Password

## 4.3.1.1 Open Change Password screen

• Click on Change Password under Change Password category on tree menu

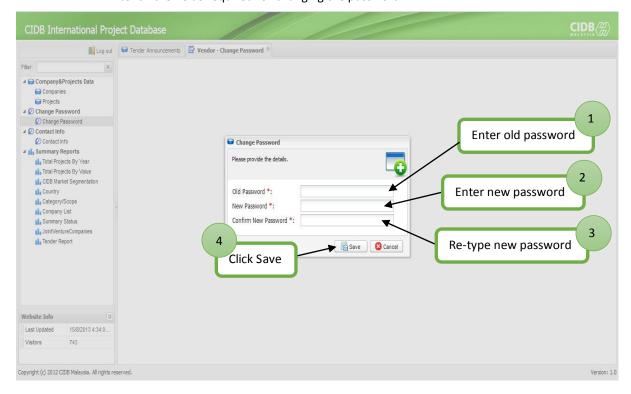


• Change Password screen is displayed on screen below:

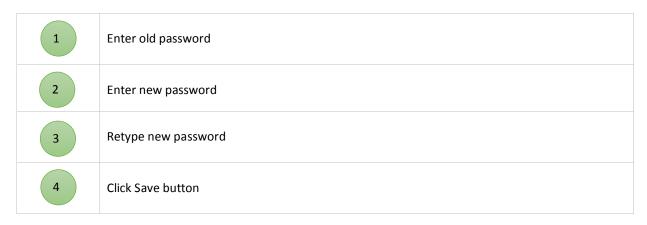


## 4.3.1.2 Changing the Password

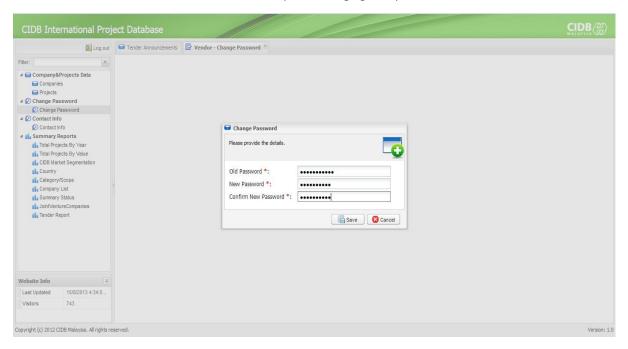
• Enter all the fields required for changing the password.



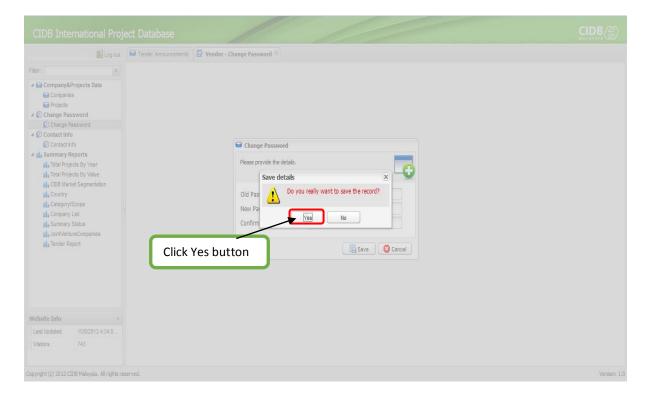
## Follow the following steps:



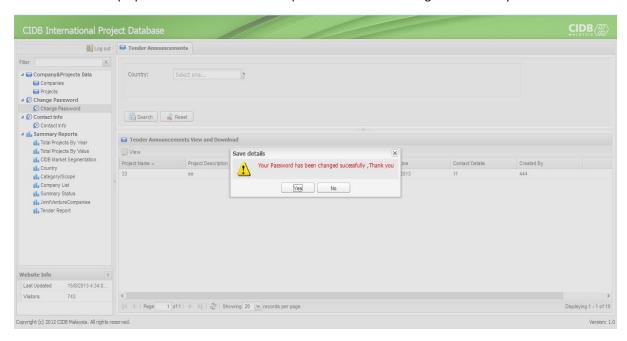
• The screen below shows an example of changing new password



- Confirmation dialog is displayed.
- Click Yes to save the modified data



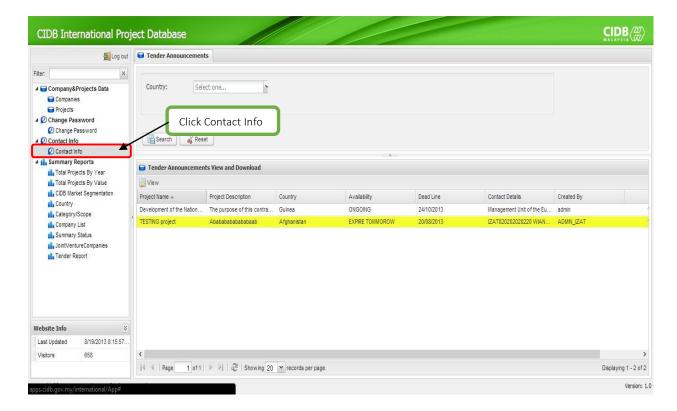
Pop up window screen shows that password has been changed successfully



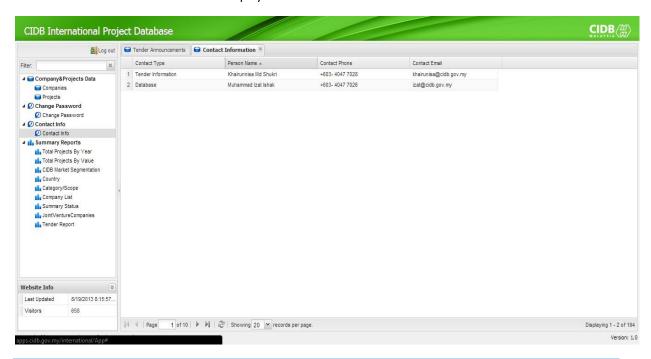
## 4.4 Contact Info

## 4.4.1 Open Contact Info screen

Click Contact Info under Contact Info category on tree menu



• List of contacts info is displayed on screen below:

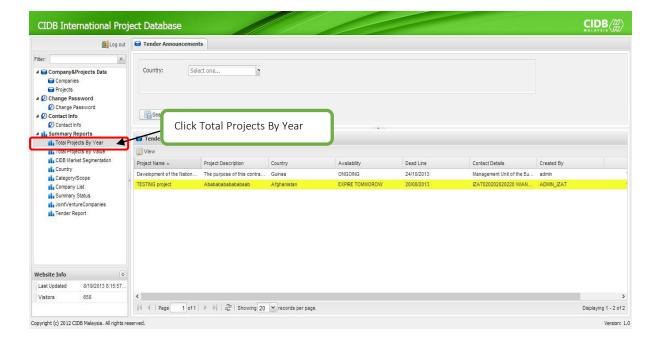


## 4.5 Reports

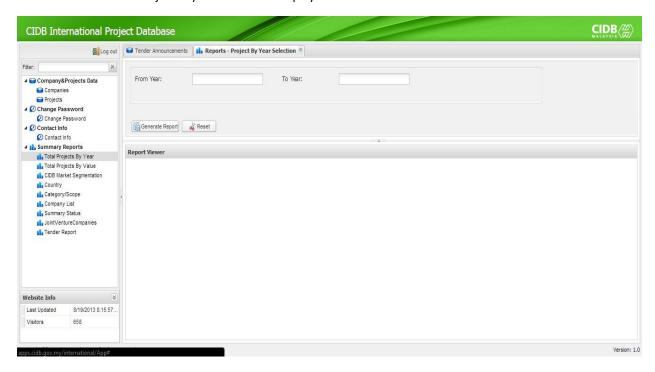
### 4.5.1 Total Projects By Year

## 4.5.1.1 Open Total Projects By Year screen

• Click Total Projects By Year under Reports category on tree menu

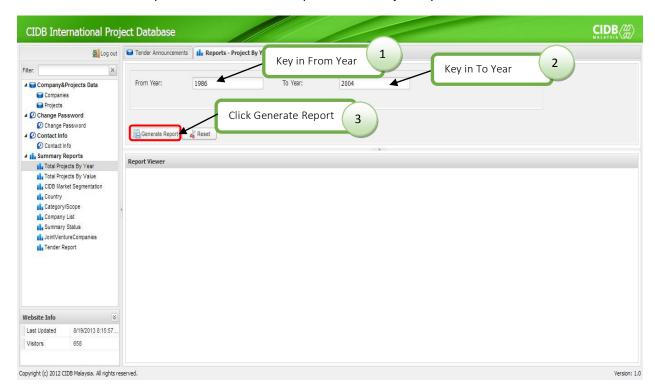


• Total Projects By Year screen is displayed as screen below:



## 4.5.1.2 Generate Report of Total Projects By Year

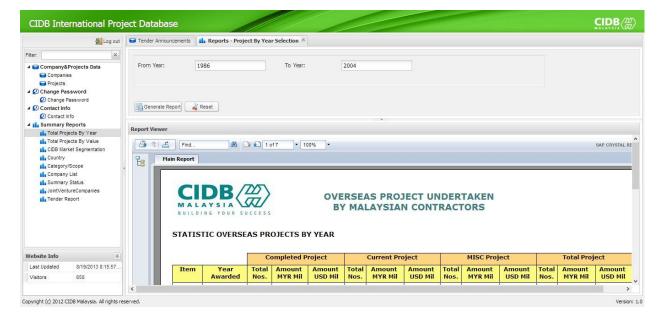
• Enter required fields to Generate Report Of Total Projects By Year





Follow the following steps:

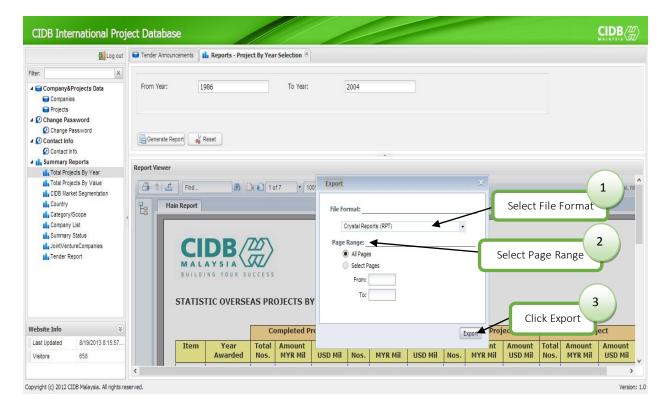
• Statistic Overseas Project By Year Report is generated as shown in below screen.

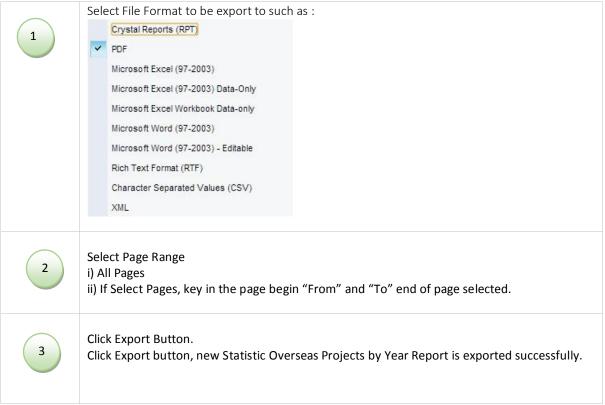


- 4.5.1.3 Export Report of Total Projects By Year into Multiple File Format
- Click on Export button to the Statistic Overseas Projects by Year Report

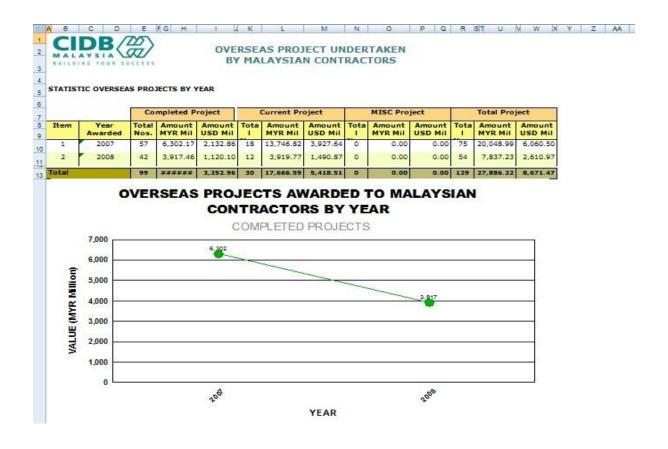


Screen below shows pop up window will be displayed to choose file format type and page range





Follow the following steps:

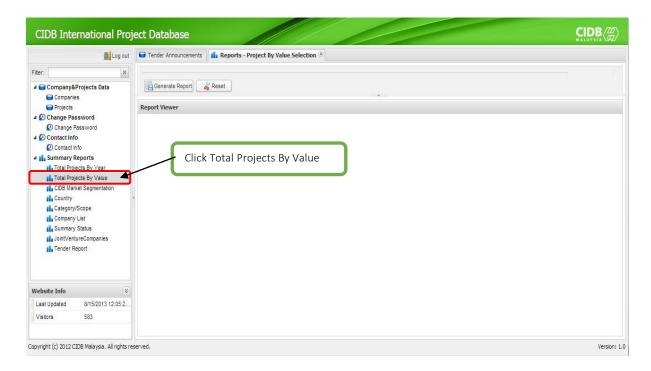


 Screen above shows Statistic Overseas Projects by Year Report is successfully exported into Microsoft Excel (97-2003) file format.

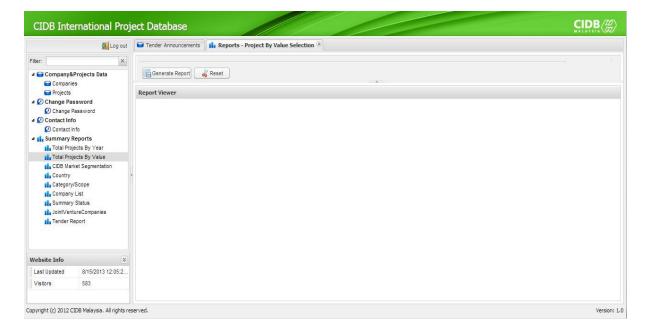
## 4.5.2 Total Projects By Value

## 4.5.2.1 Open Total Projects By Value screen

• Click Total Projects By Value under Reports category on tree menu

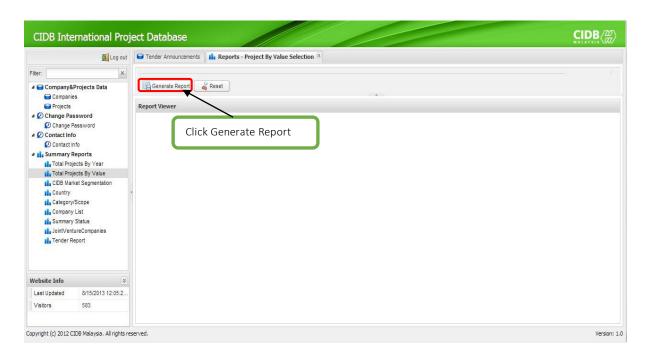


Total Projects By Value screen is displayed as screen below:

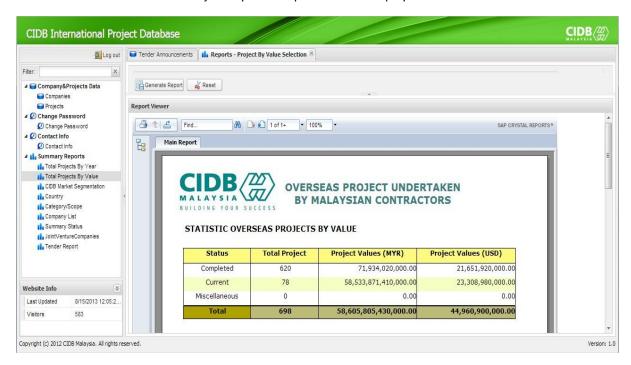


### 4.5.2.2 Generate Total Projects By Value Report

• Click Generate Report button



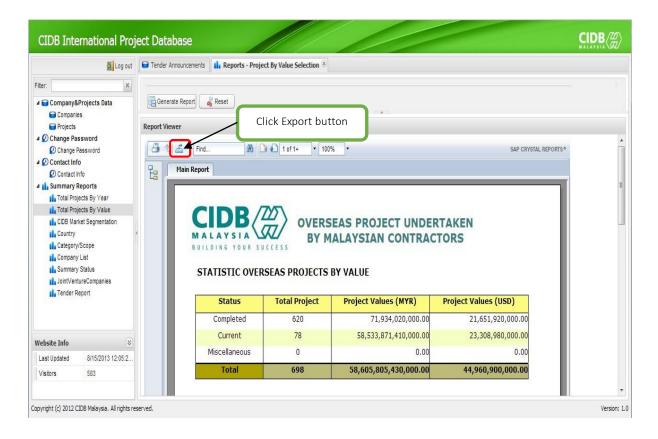
• Statistic Overseas Projects By Value report screen is displayed as below:



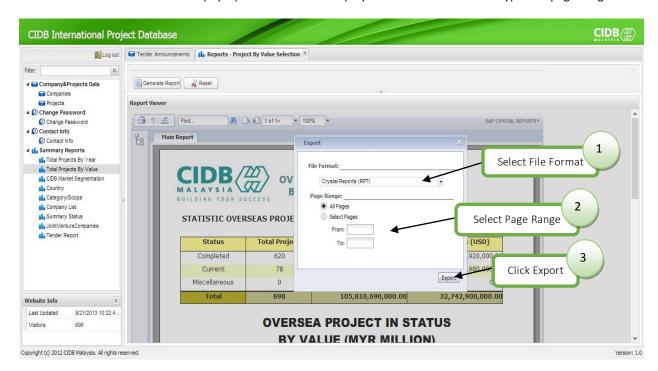
• Statistic Overseas Projects By Value Report is generated successfully.

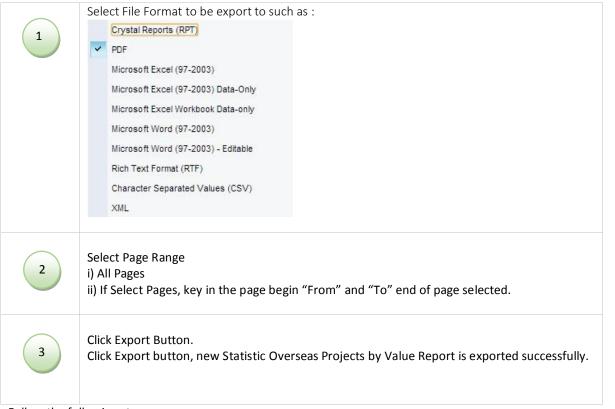
## 4.5.2.3 Export Report of Statistic Overseas Projects By Value into Multiple File Format

• Click on Export button to the Statistic Overseas Projects by Value Report

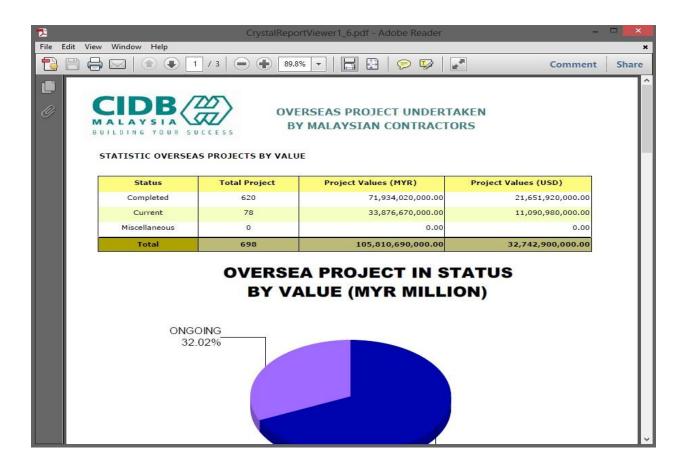


• Screen below shows pop up window will be displayed to choose file format type and page range





Follow the following steps:

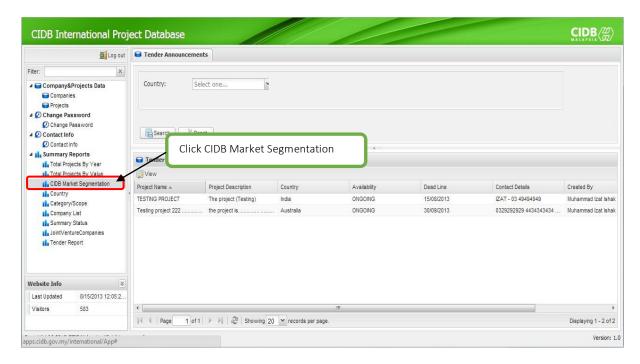


• Screen above shows Statistic Overseas Projects by Value Report is successfully exported into PDF file format.

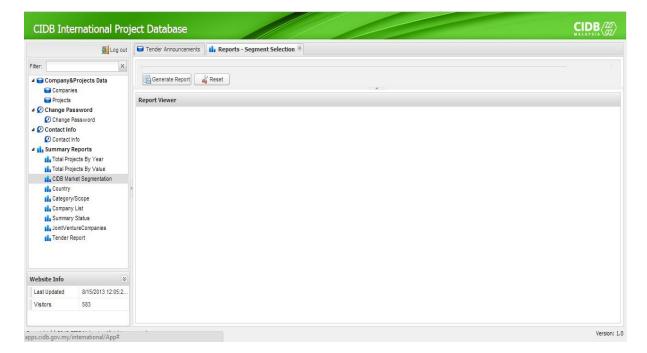
# 4.5.3 CIDB Market Segmentation

# 4.5.3.1 Open CIDB Market Segmentation screen

• Click CIDB Market Segmentation under Reports category on tree menu

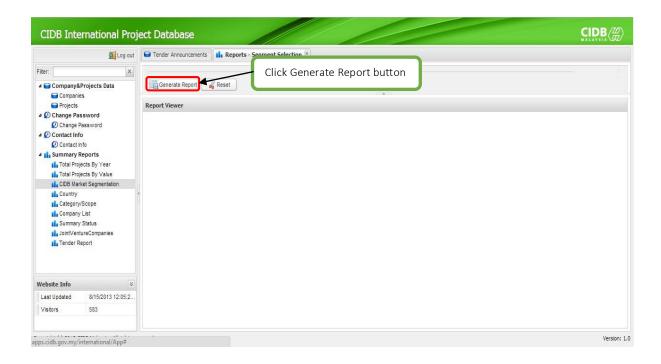


CIDB Market Segmentation screen is displayed on screen below:

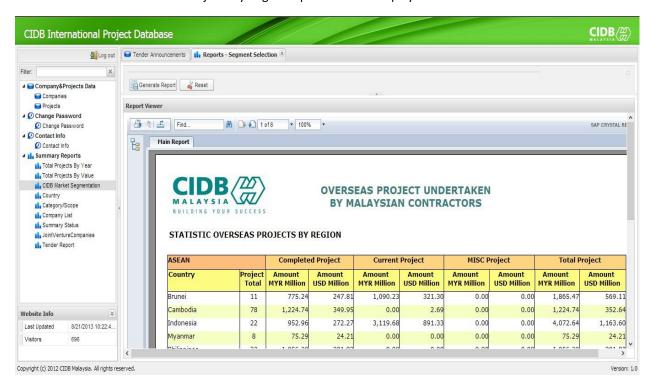


# 4.5.3.2 Generate CIDB Market Segmentation Report

• User needs to click Generate Report button as shown in screen below:



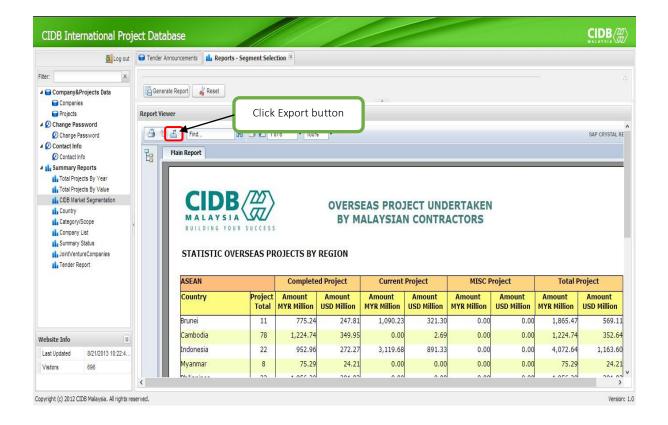
• Statistic Overseas Projects By Region report screen is displayed as below:



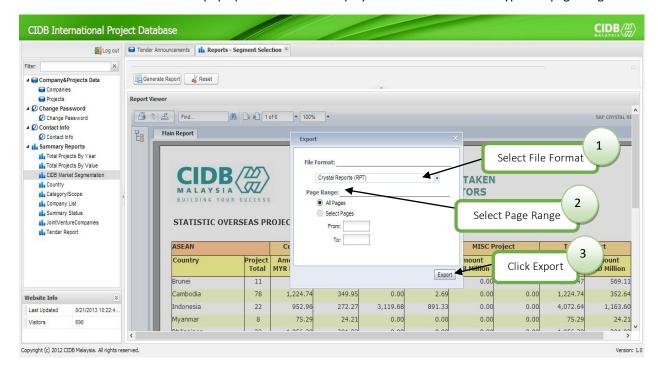
The report is generated successfully.

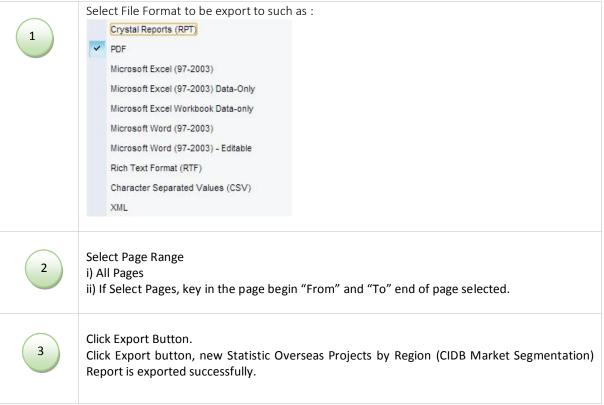
### 4.5.3.3 Export Report of CIDB Market Segmentation into Multiple File Format

• Click on Export button to the CIDB Market Segmentation

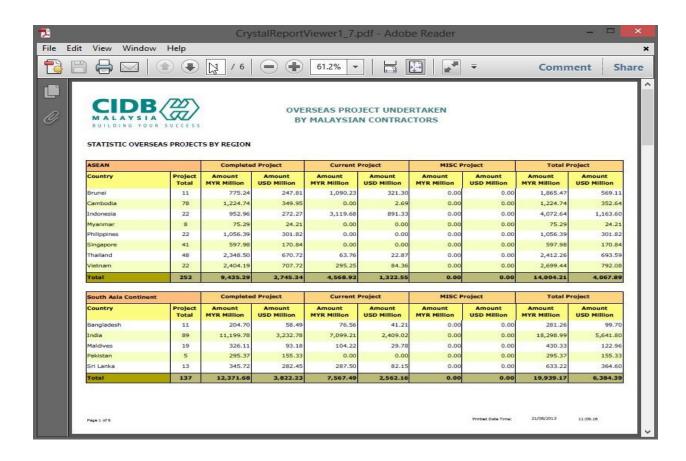


• Screen below shows pop up window will be displayed to choose file format type and page range





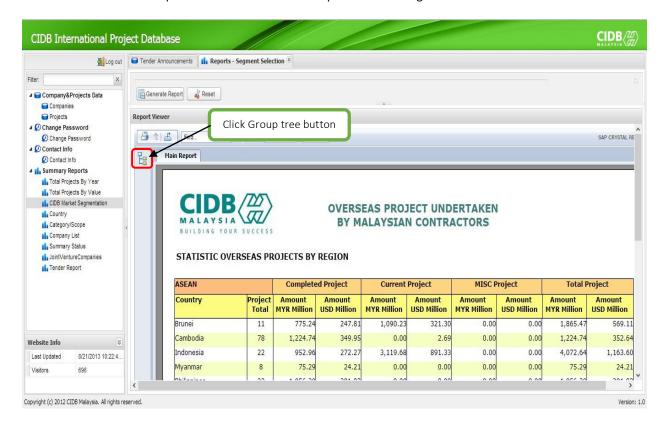
Follow the following steps:



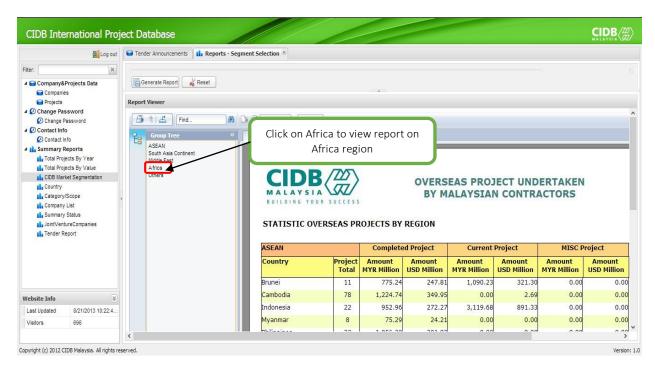
• Screen above shows Statistic Overseas Projects by Region (CIDB Market Segmentation) Report is successfully exported into PDF file format.

4.5.3.5 View Statistic Overseas Projects by Region Report under Group Tree Menu

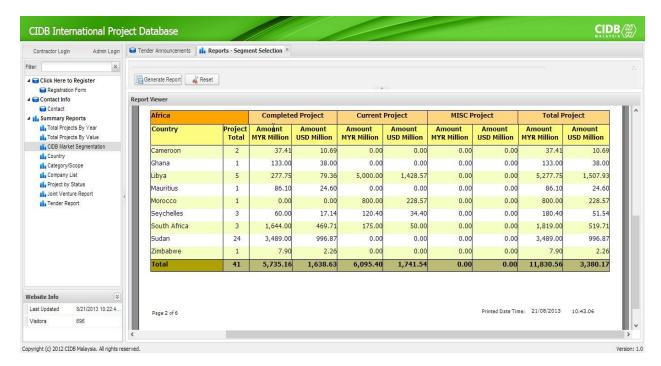
• Click on Group tree button to view more report based on region



• Click on any region to view specific report based on their region



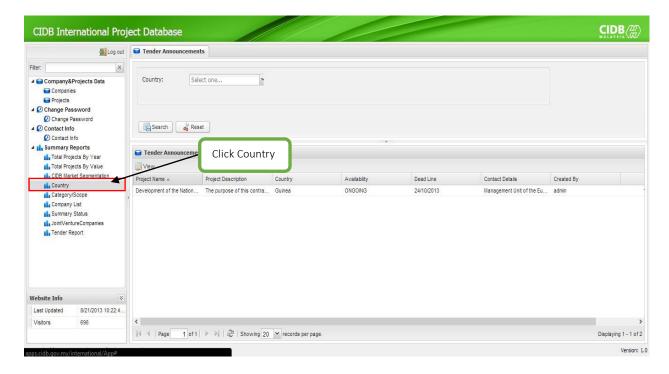
Report of Statistic Overseas Projects By Africa Region screen is displayed on screen below:



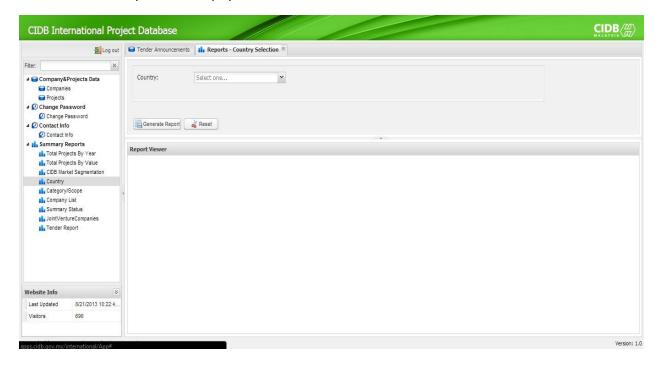
# 4.5.4 Country

### 4.5.4.1 Open Country screen

Click Country under Reports category on tree menu.

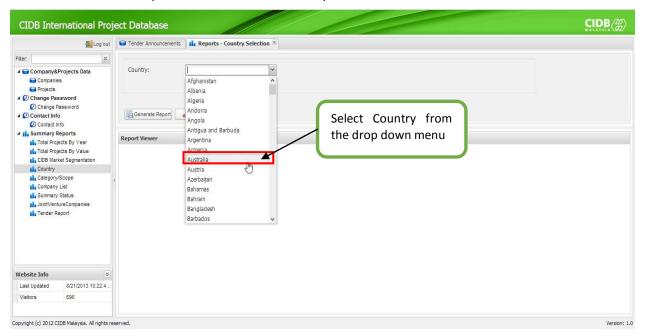


Country screen is displayed as screen below:

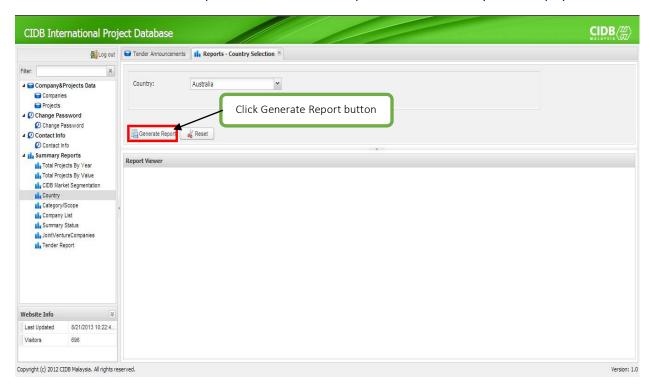


### 4.5.4.2 Generate Country Report

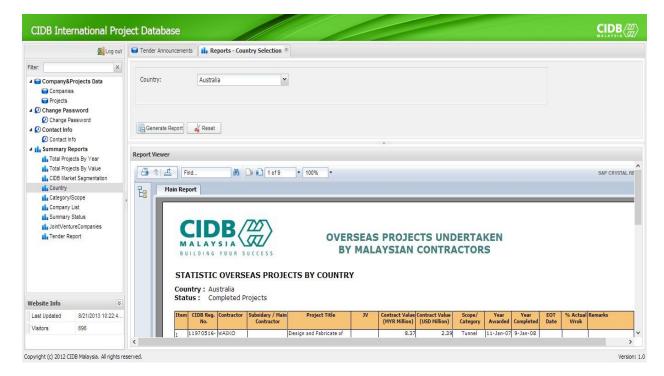
Click on drop down button to select Country.



• Click on Generate Report button and then the report of selected Country will be displayed

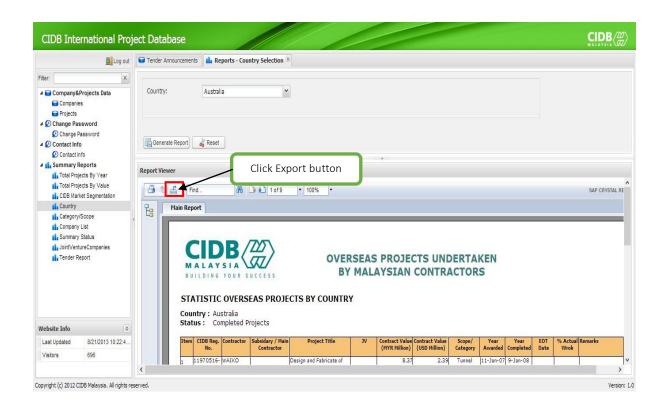


Report of Statistic Overseas Projects by Country screen is displayed as screen below:

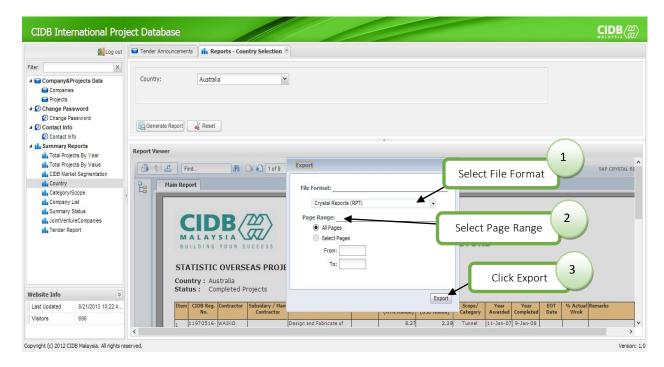


### 4.5.4.3 Export the Statistic Overseas Projects by Country Report

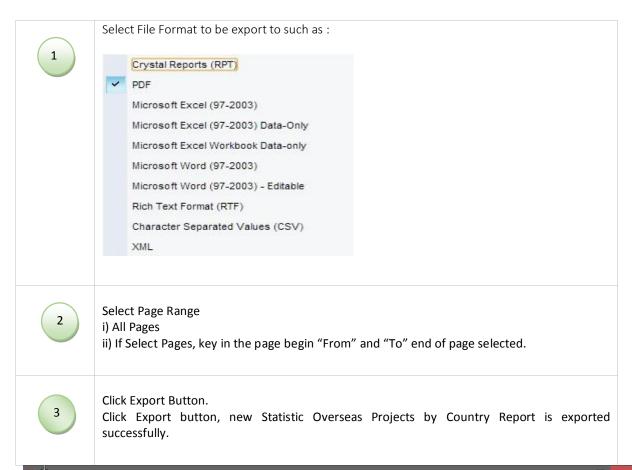
Click on Export button to the Statistic Overseas Projects by Country Report

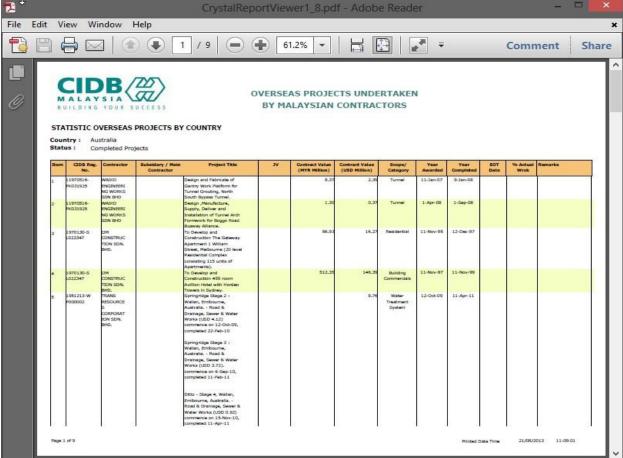


• Screen below shows pop up window will be displayed to choose file format type and page range



Follow the following steps:

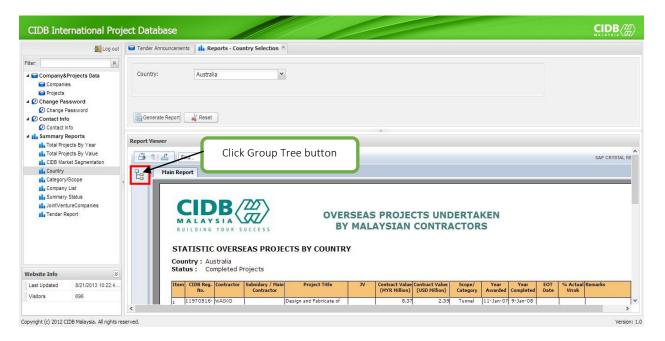




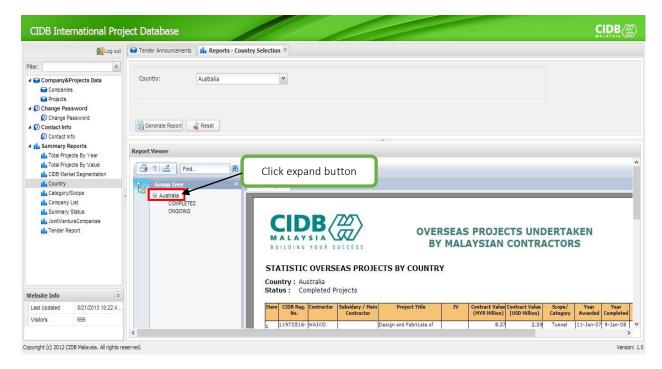
 Screen above shows Statistic Overseas Projects by Country Report is successfully exported into PDF file format.

4.5.4.5 View Completed Projects on Group Tree Menu (Country)

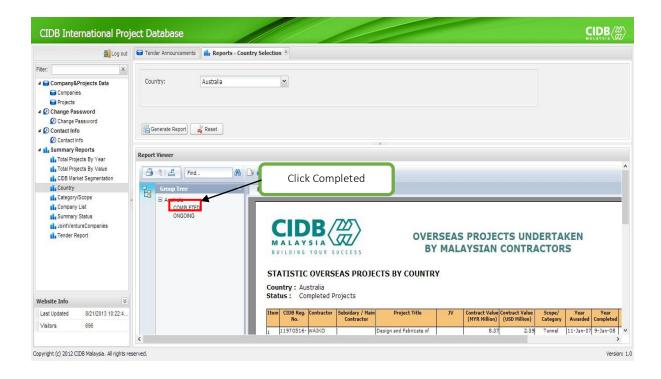
Click on Group Tree button



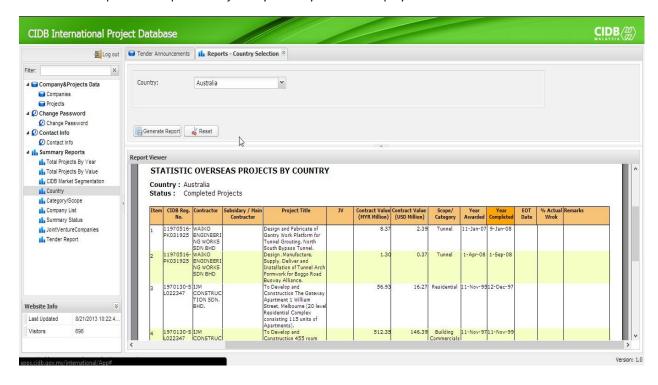
• Click on expand button based on Country selected



Click on Completed

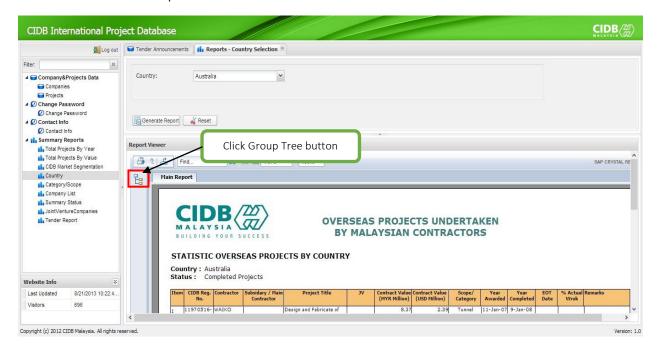


• Report of Completed Projects by Country screen is displayed on screen below:

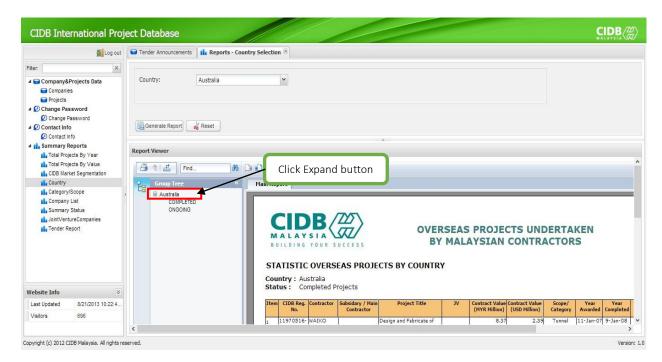


### 4.5.4.6 View Ongoing Projects on Group Tree Menu (Country)

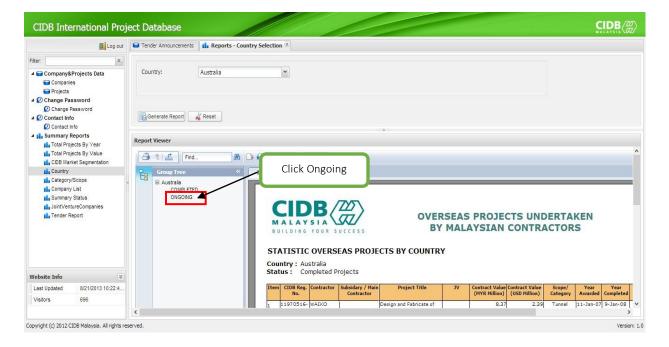
Click on Group Tree button



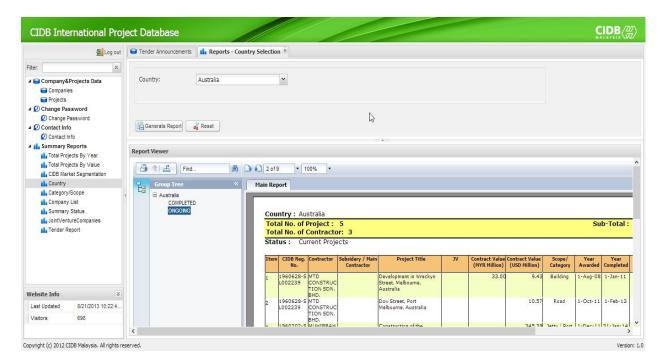
• Click on expand button based on Country selected



Click on Ongoing



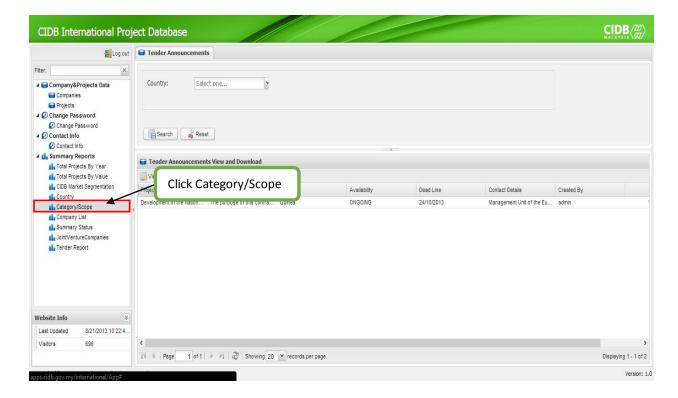
• Report of Ongoing Projects by Scope/Category screen is displayed on screen below:



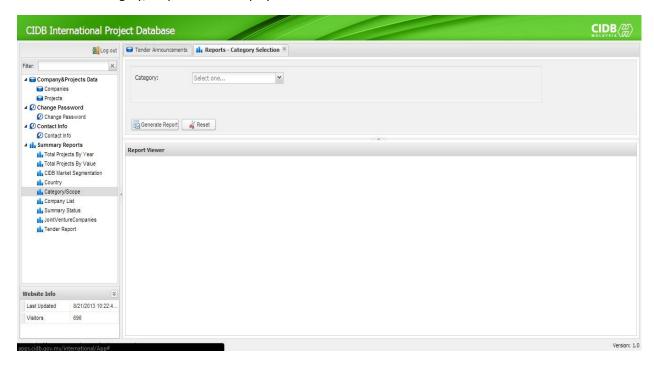
### 4.5.5 Category/Scope

### 4.5.5.1 Open Category/Scope screen

Click Category/Scope under Reports category on tree menu

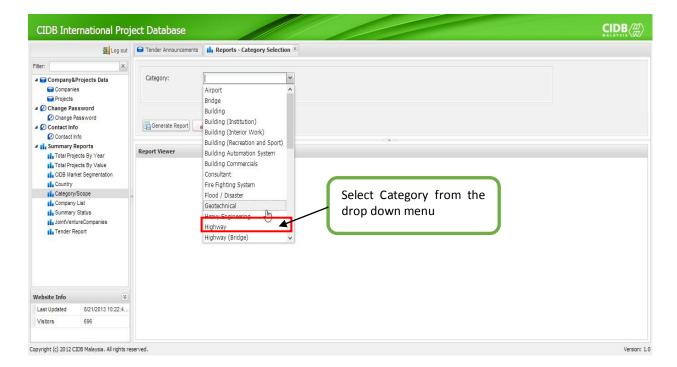


• Category/Scope screen is displayed on screen below:

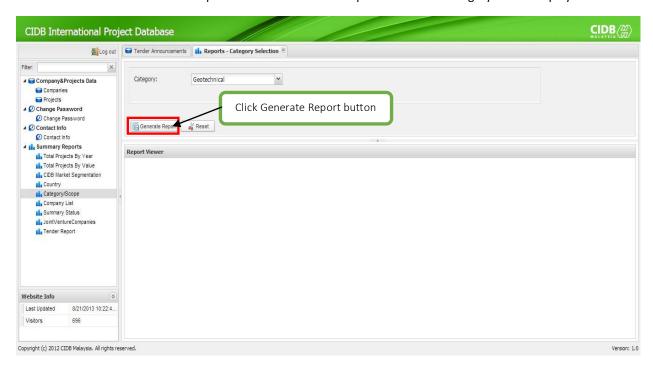


## 4.5.5.2 Generate Category/Scope Report

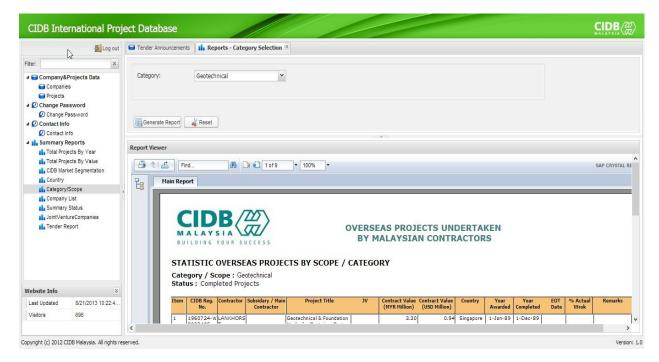
Click on drop down menu to select category.



• Click on Generate Report button and then the report of selected category will be displayed

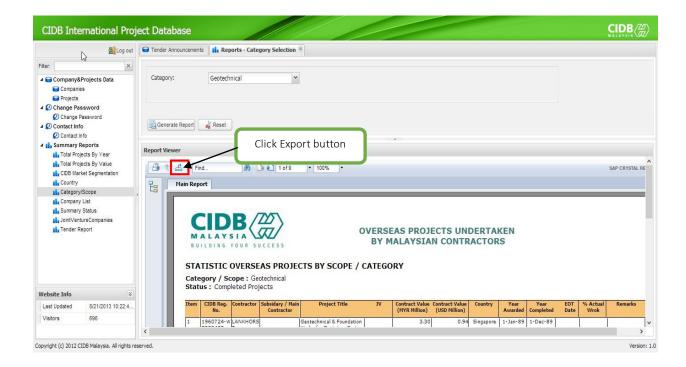


• Report of Statistic Overseas Projects by Scope /Category screen is displayed as screen below:

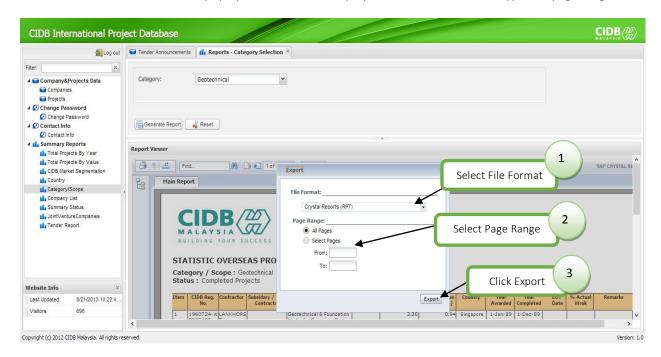


## 4.5.5.3 Export the Statistic Overseas Projects by Scope / Category Report

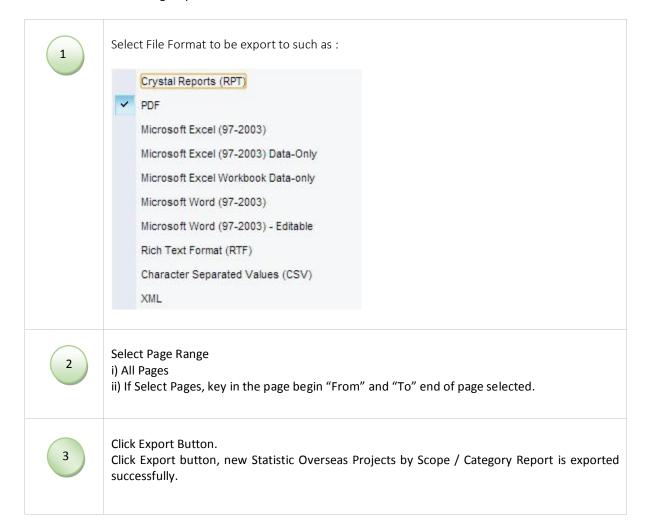
• Click on Export button to the Statistic Overseas Projects by Scope / Category Report

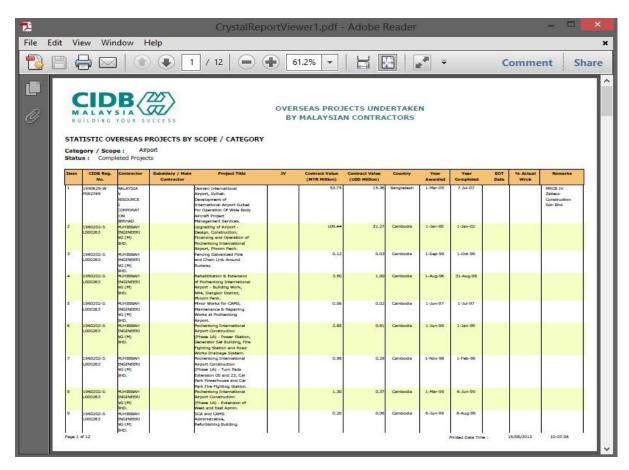


Screen below shows pop up window will be displayed to choose file format type and page range



#### Follow the following steps:

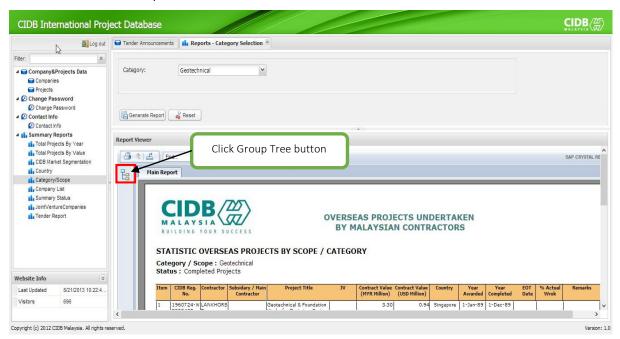




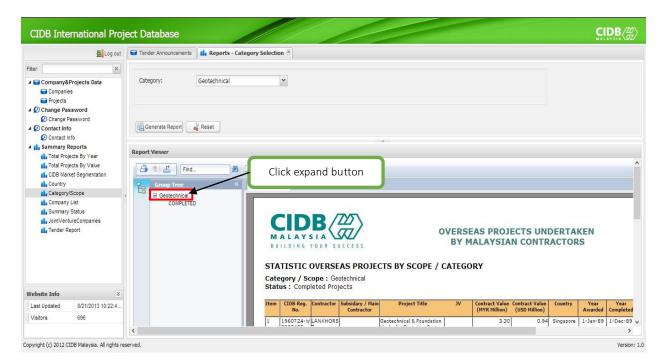
Screen above shows Statistic Overseas Projects by Scope / Category Report is successfully
exported into PDF file format.

4.5.5.5 View Completed Projects on Group tree menu (Scope / Category)

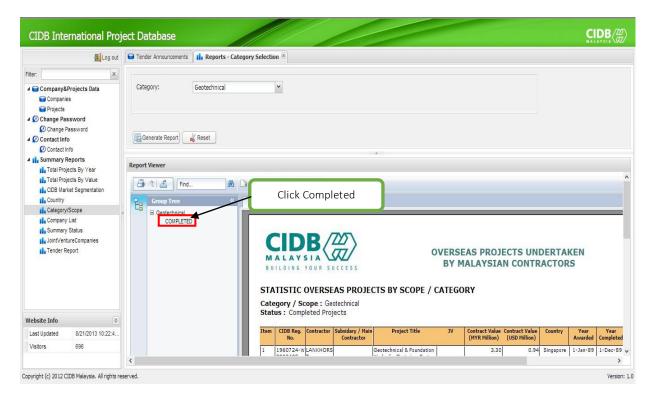
• Click on Group Tree button



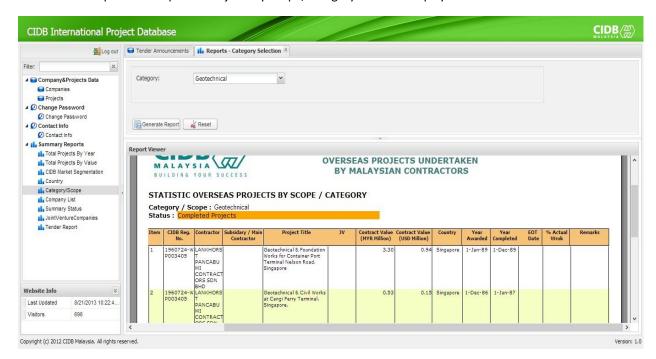
Click on expand button based on category selected



Click on Completed



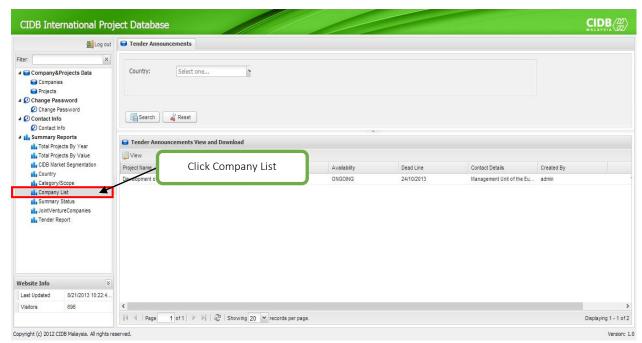
Report of Completed Projects by Scope/Category screen is displayed on screen below:



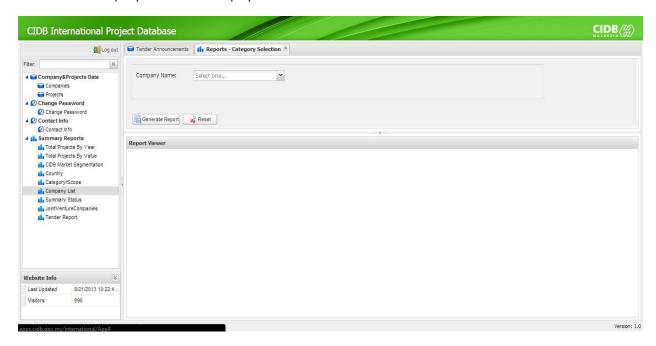
## 4.5.6 Company List

### 4.5.6.1 Open Company List screen

• Click Company List under Reports category on tree menu

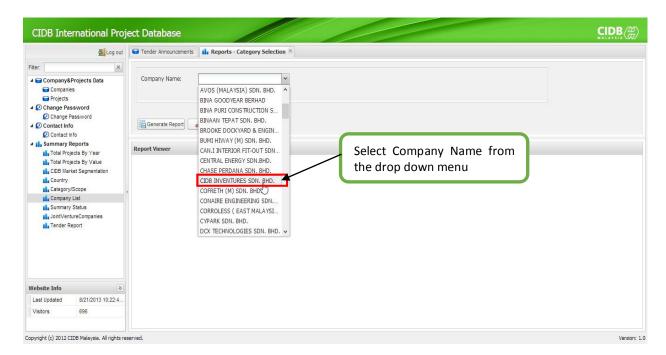


• Company List screen is displayed on screen below:

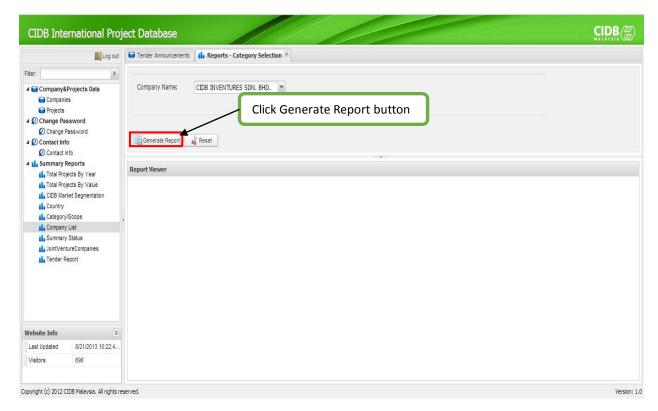


## 4.5.6.2 Generate Company List Report

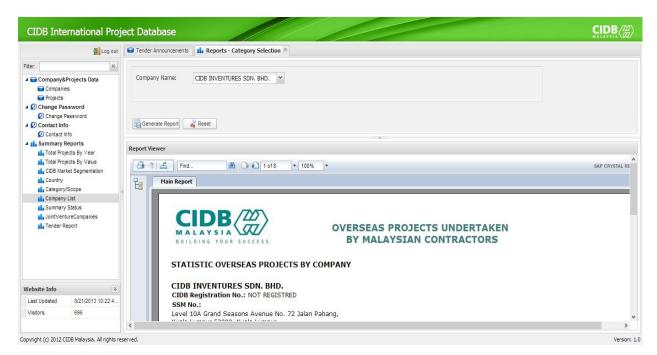
• Click on drop down button to select Company Name



 Click on Generate Report button and then the report of selected Company Name will be displayed

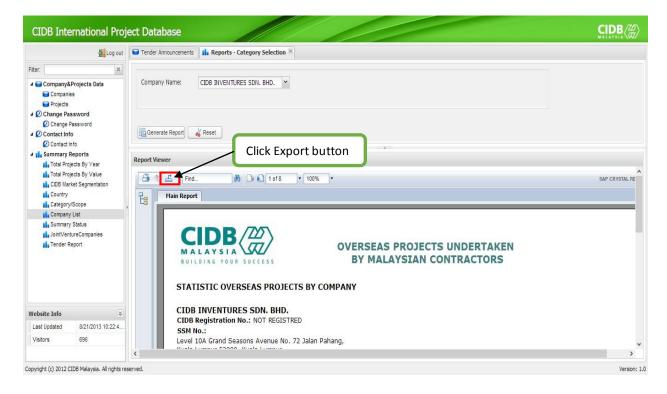


• Report of Statistic Overseas Projects by Company screen is displayed as screen below:

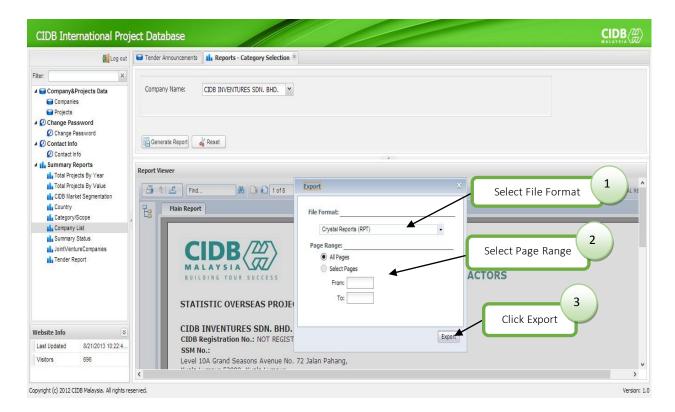


### 4.5.6.3 Export the Statistic Overseas Projects by Company Report

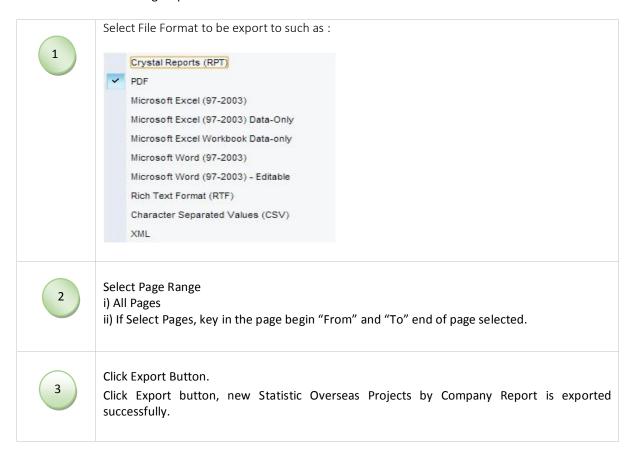
• Click on Export button to the Statistic Overseas Projects by Company Report

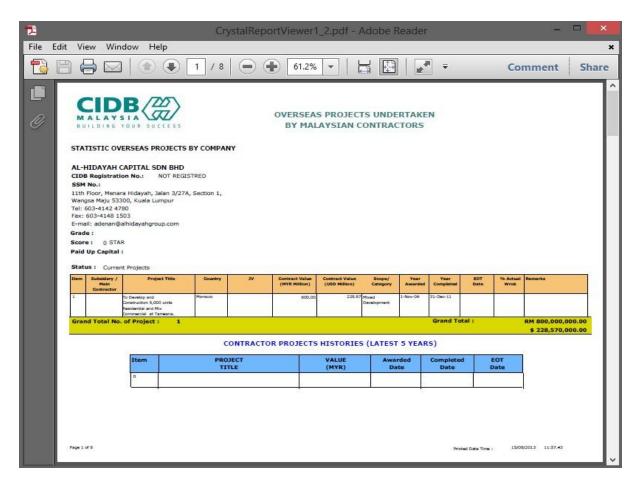


Screen below shows pop up window will be displayed to choose file format type and page range



## Follow the following steps:

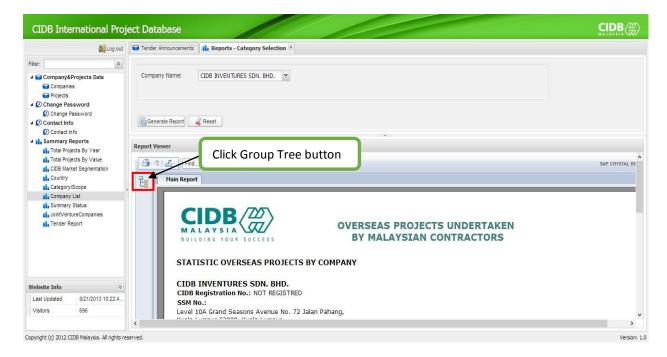




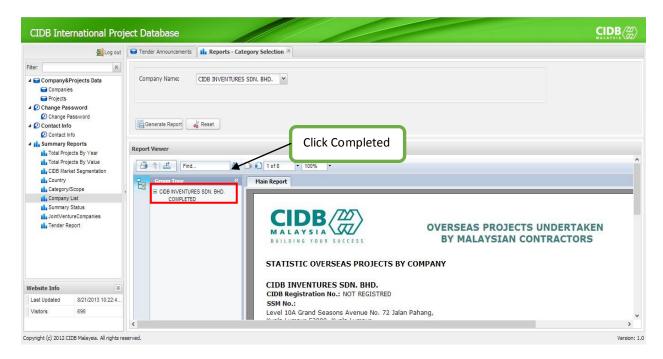
 Screen above shows Statistic Overseas Projects by Company Report is successfully exported into PDF file format.

## 4.5.6.5 View Completed Projects on Group tree menu (Company List)

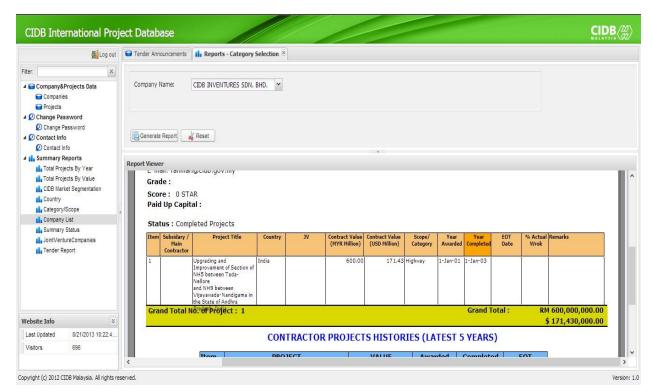
• Click on Group Tree button



Click on expand button based on Company Name selected and then click on Completed



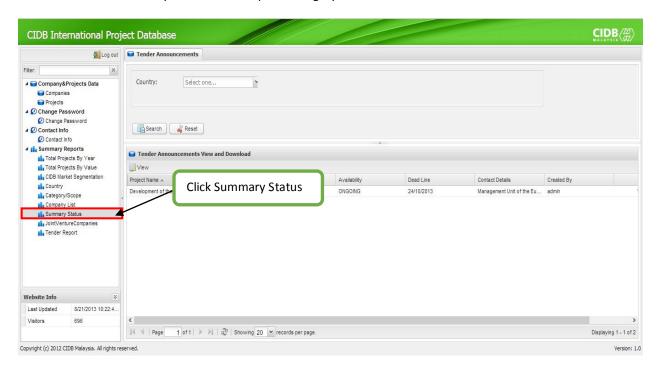
• Report of Completed Projects by Company screen is displayed on screen below:



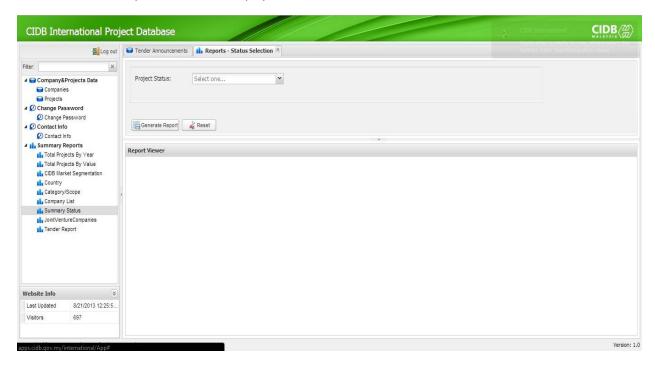
### 4.5.7 Summary Status

### 4.5.7.1 Open Summary Status screen

• Click Summary Status under Reports category on tree menu

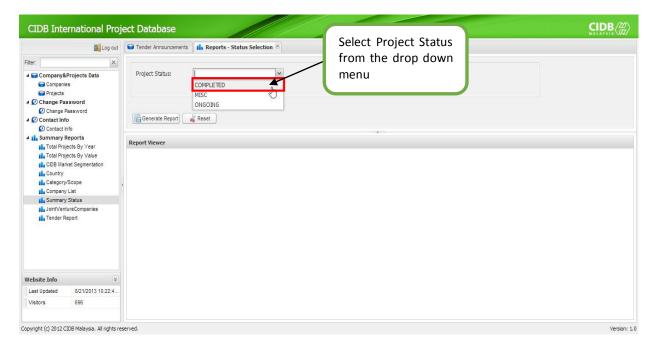


• Summary Status screen is displayed on screen below

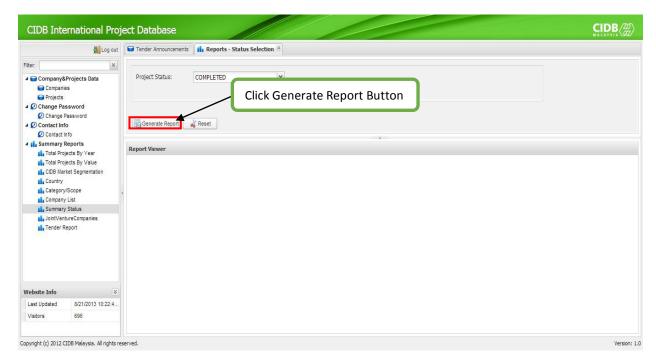


### 4.5.7.2 Generate Report of Summary Status

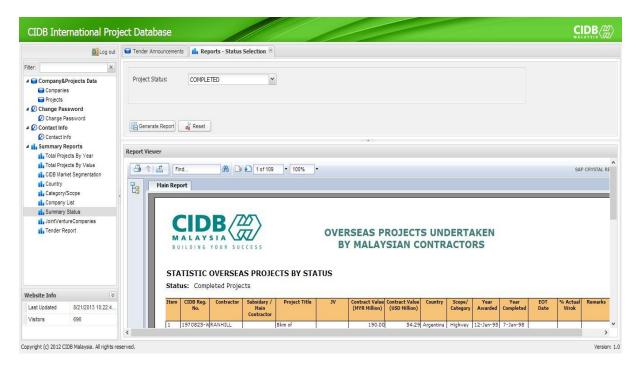
• Click on drop down button to select Project Status



• Click on Generate Report button and then the report of selected Project Status will be displayed

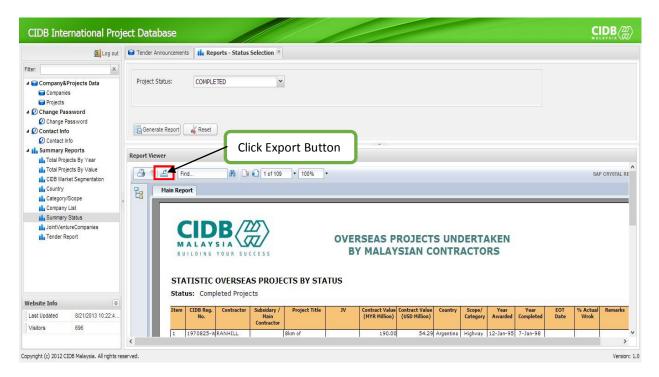


Report of Statistic Overseas Projects by Status screen is displayed on screen below:

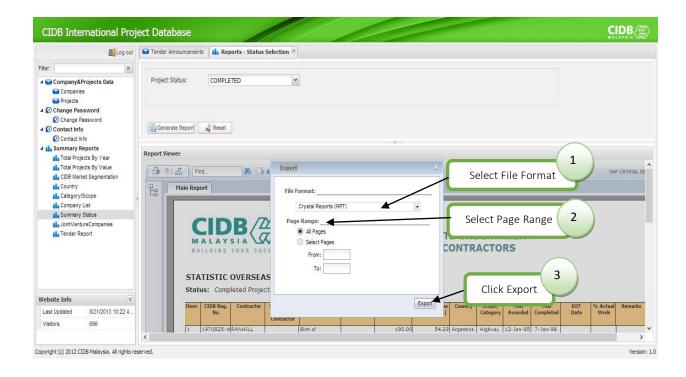


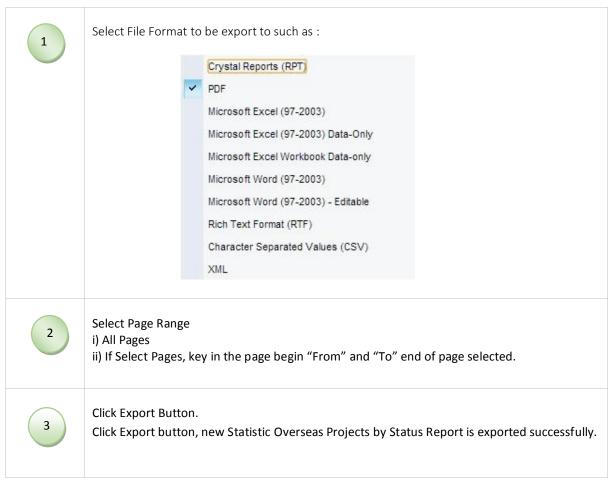
#### 4.5.7.3 Export the Statistic Overseas Projects by Status Report

Click on Export button to the Statistic Overseas Projects by Status Report

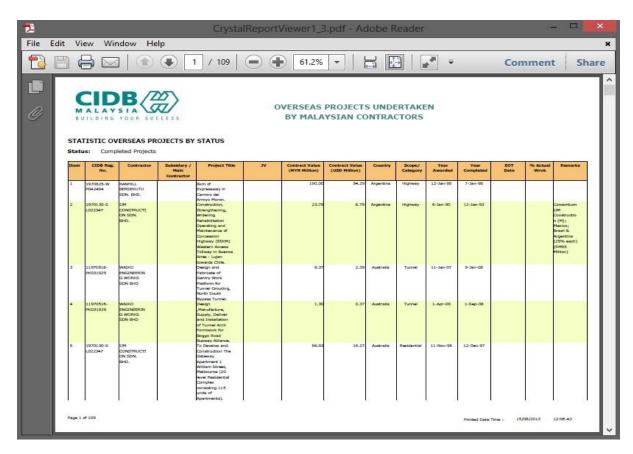


Screen below shows pop up window will be displayed to choose file format type and page range





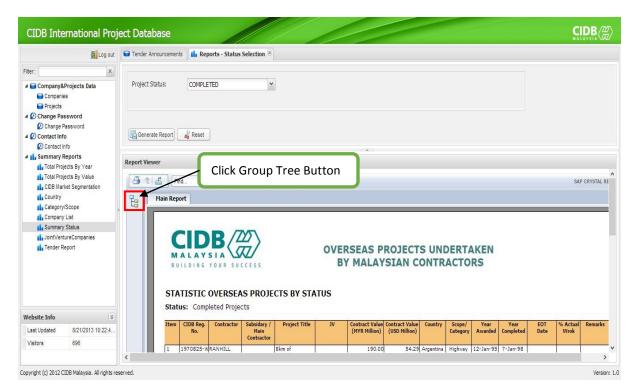
Follow the following steps:



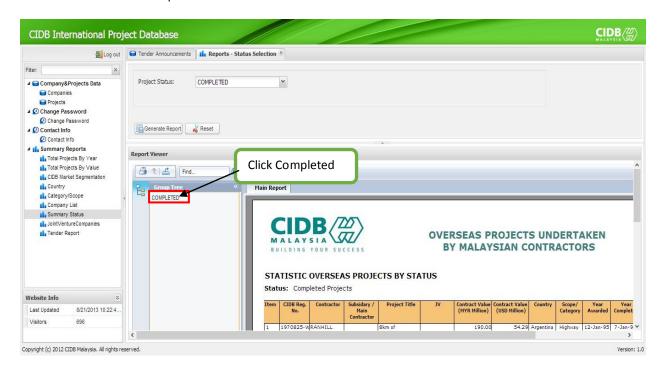
 Screen above shows Statistic Overseas Projects by Status Report is successfully exported into PDF file format.

## 4.5.7.5 View Completed Projects on Group Tree Menu (Summary Status)

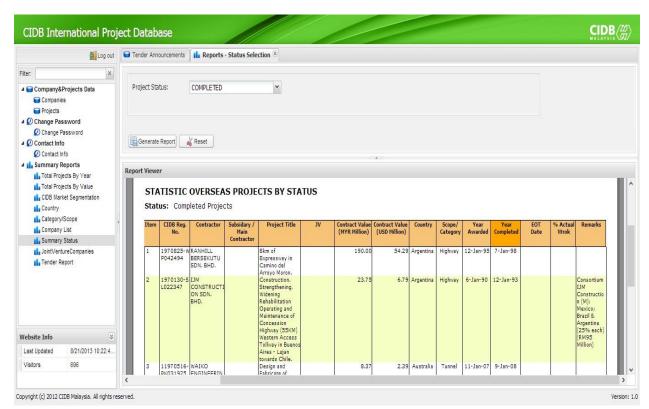
• Click on Group Tree button



Click on Completed



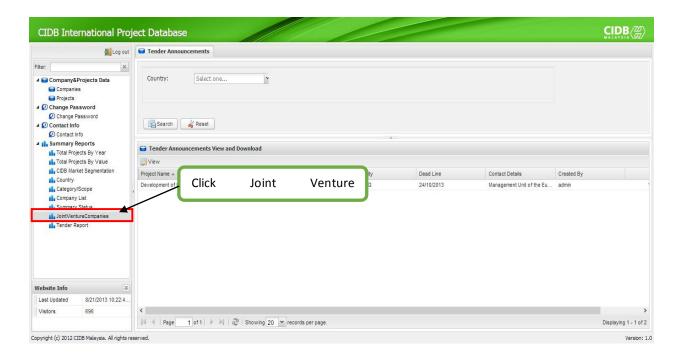
• Report of Statistic Overseas Projects by Status screen is displayed on screen below:



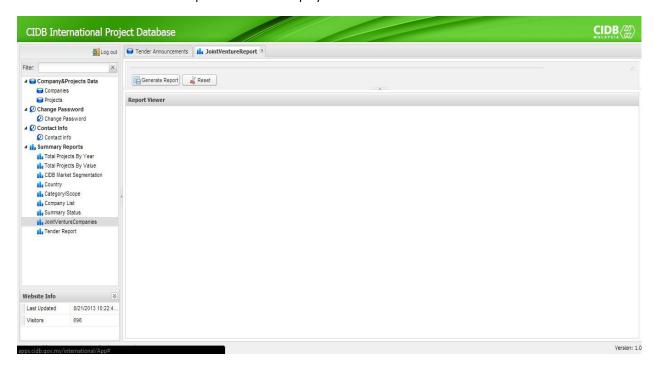
### 4.5.8 Joint Venture Companies

### 4.5.8.1 Open Joint Venture Companies screen

• Click Joint Venture Companies under Reports category on tree menu

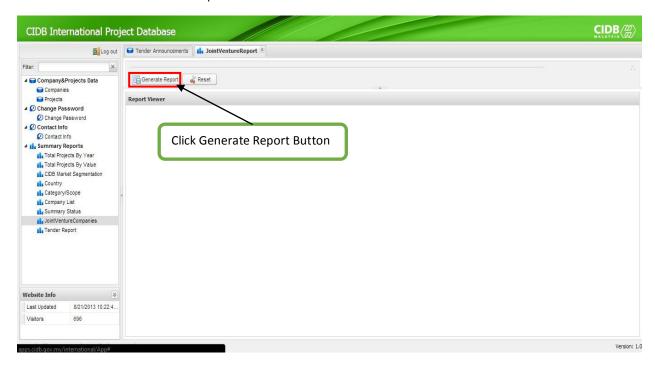


Joint Venture Companies screen is displayed on screen below

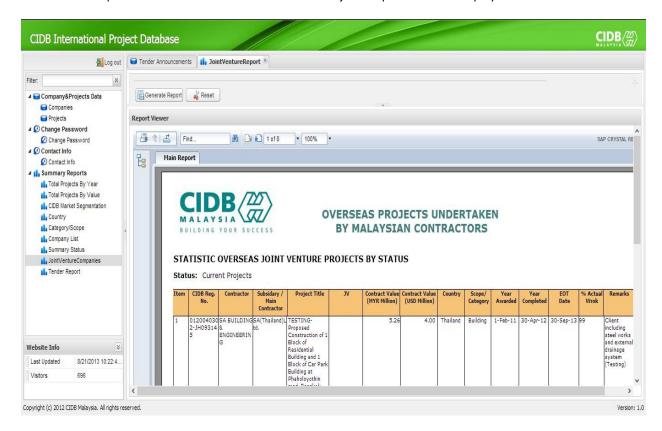


#### 4.5.8.2 Generate Joint Venture Companies screen

• Click on Generate Report button

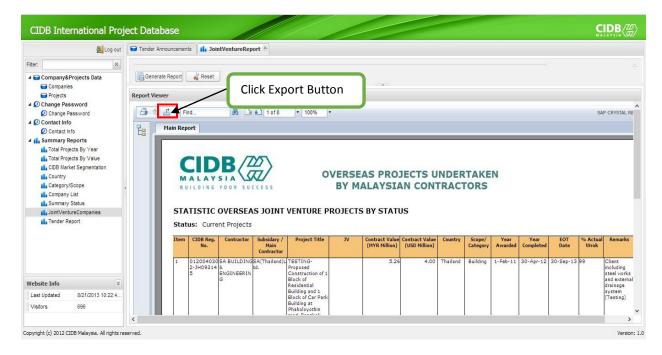


• Report of Statistic Overseas Joint Venture Projects Report screen is displayed on screen below:

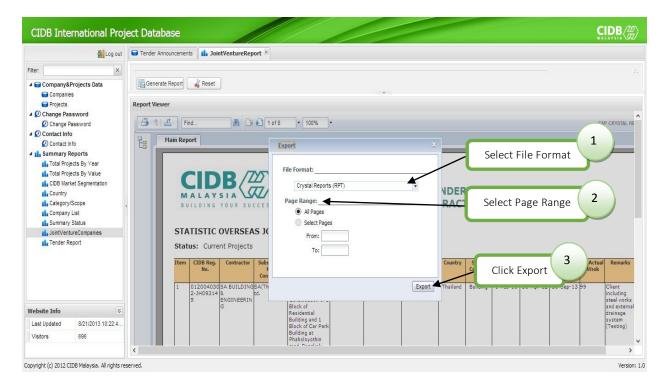


## 4.5.8.3 Export the Statistic Overseas Joint Venture Projects Report

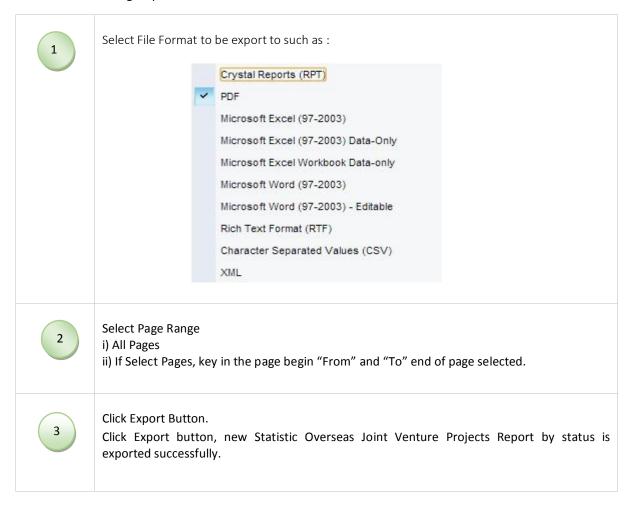
• Click on Export button to the Statistic Overseas Joint Venture Projects Report

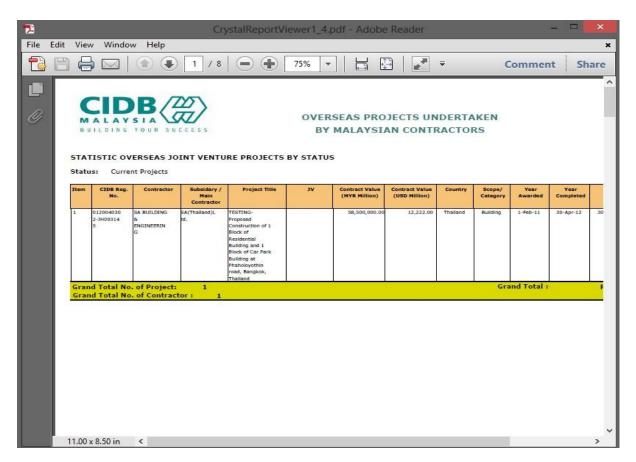


Screen below shows pop up window will be displayed to choose file format type and page range



#### Follow the following steps:

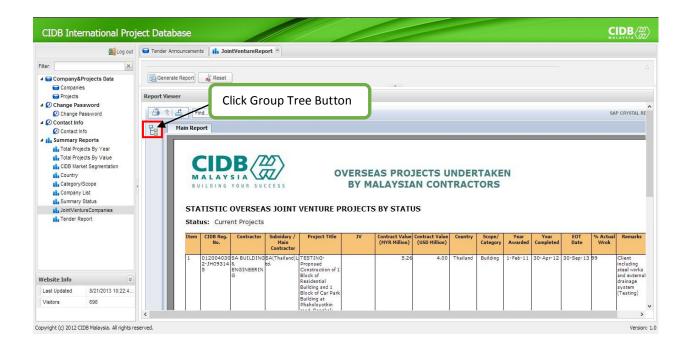




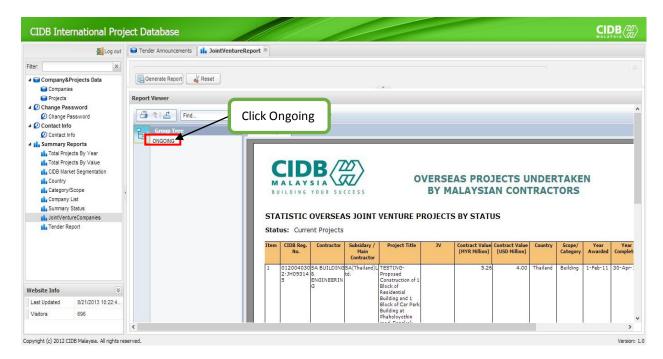
 Screen above shows Statistic Overseas Projects by Company Report (Joint Venture Report) is successfully exported into PDF file format.

### 4.5.8.5 View Ongoing Projects on Group tree menu (Joint Venture Companies)

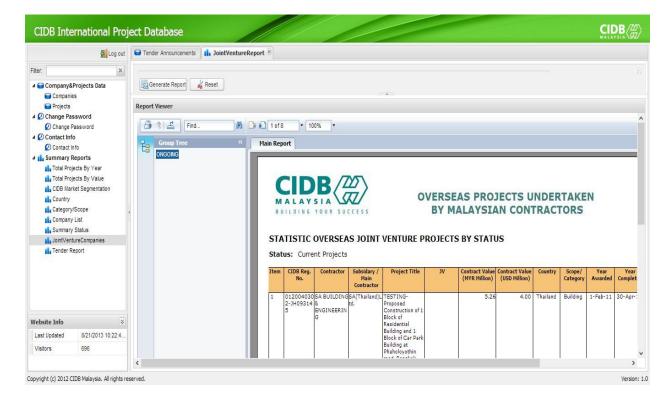
• Click on Group Tree button



• Click on Ongoing button



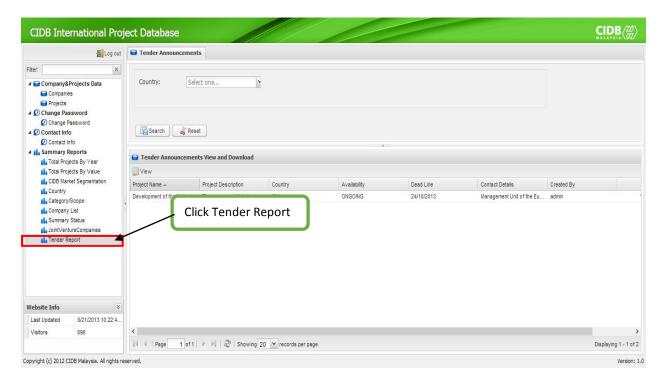
 Report of Statistic Overseas Joint Venture Projects by Ongoing status screen is displayed on screen below:



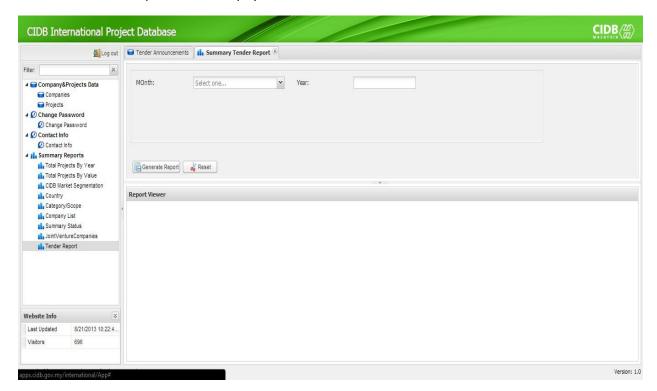
### 4.5.9 Tender Report

## 4.5.9.1 Open Tender Report screen

• Click Tender Report under Reports category on tree menu

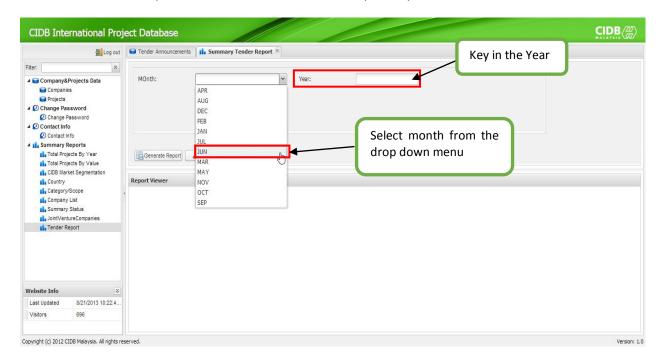


• Tender Report screen is displayed on screen below:



#### 4.5.9.2 Generate Tender Report screen

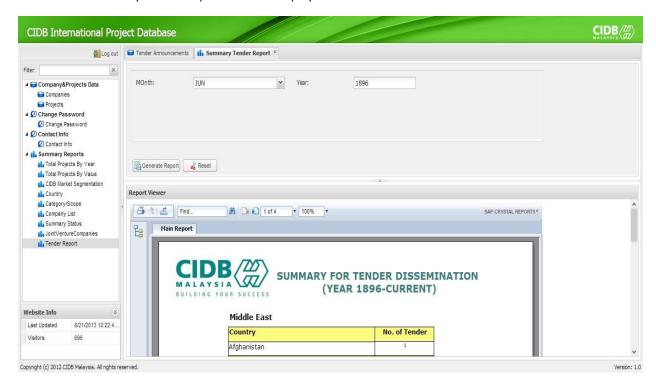
• Click on drop down button to select month and key in the year



 Click on Generate Report button and then the report of selected month and year will be displayed

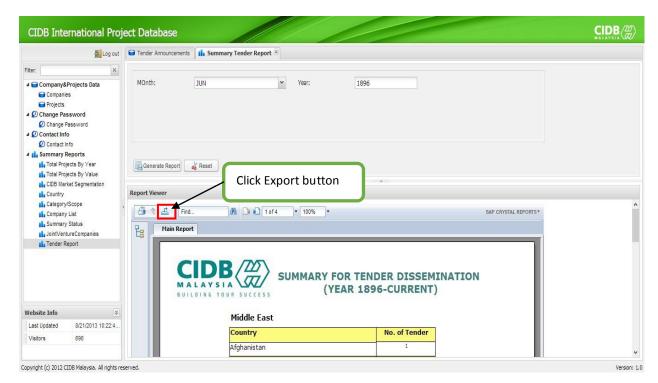


• Summary Tender Report screen is displayed on screen below:

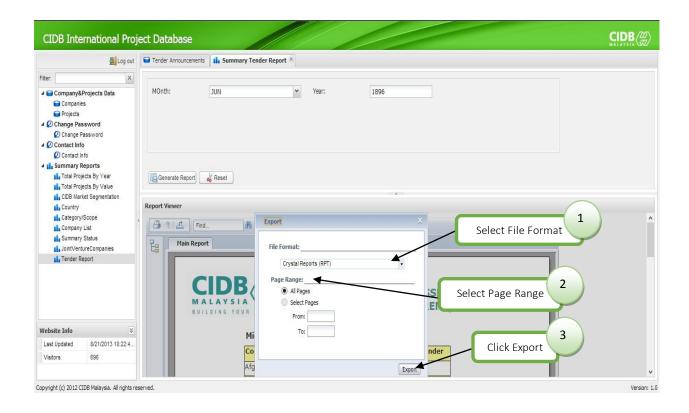


## 4.5.9.3 Export the Tender Report

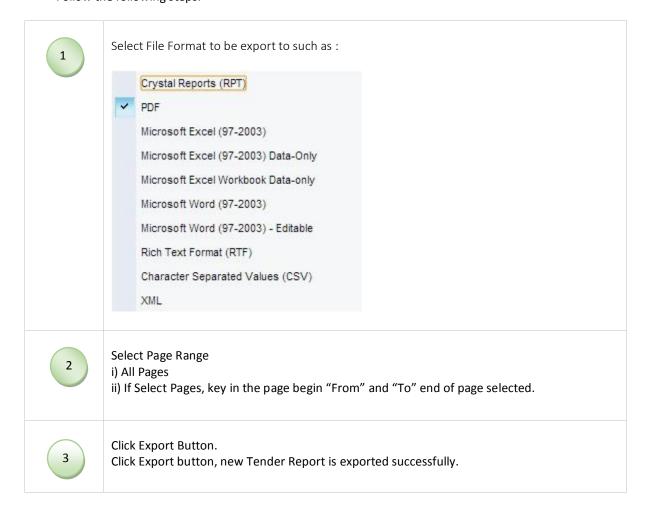
Click on Export button to export the Tender Report

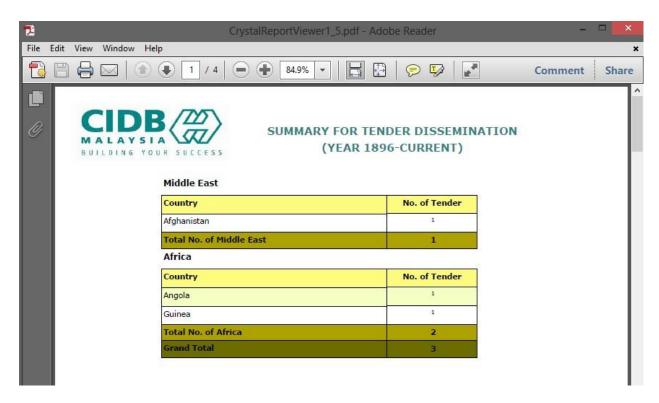


Screen below shows pop up window will be displayed to choose file format type and page range



# Follow the following steps:

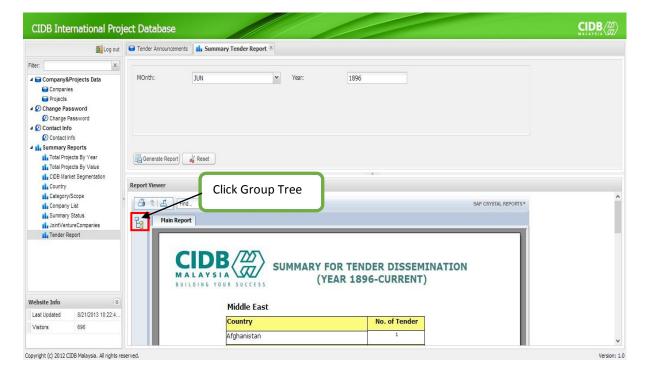




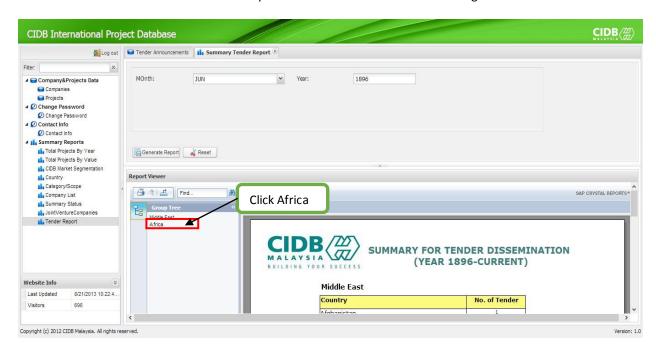
 Screen above shows Summary for Tender Dissemination Report is successfully exported into PDF file format.

4.5.9.5 View Summary for Tender Dissemination (Africa) Reports on Group tree menu

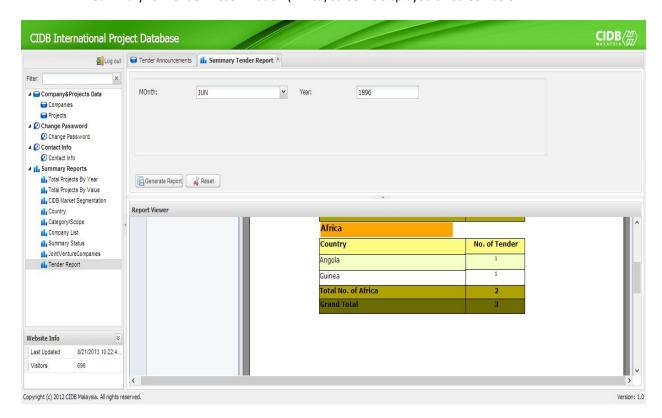
• Click on Group Tree button



• Click on Africa to view Summary for Tender Dissemination for Africa region



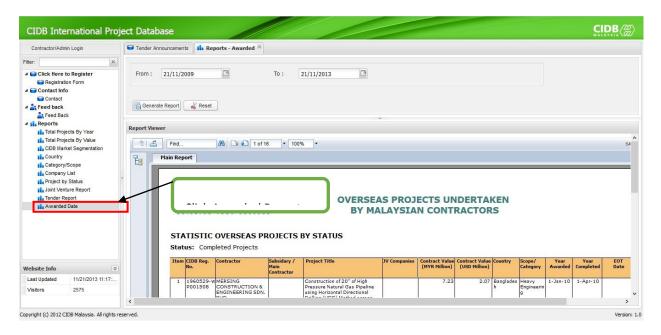
• Summary for Tender Dissemination (Africa) screen is displayed on screen below:



#### 4.5.10 Awarded Date Report

### 4.6.10.1 Open Awarded Date Report

• Click Awarded Date Report under Reports category on tree menu.



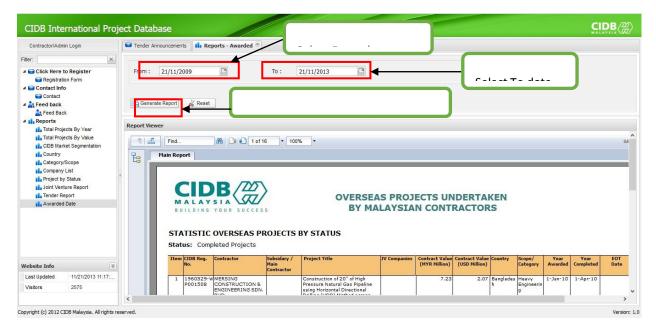
• Tender Report screen is displayed on screen below:



4.6.10.2 Generate Awarded Date Report

Follow the following steps:

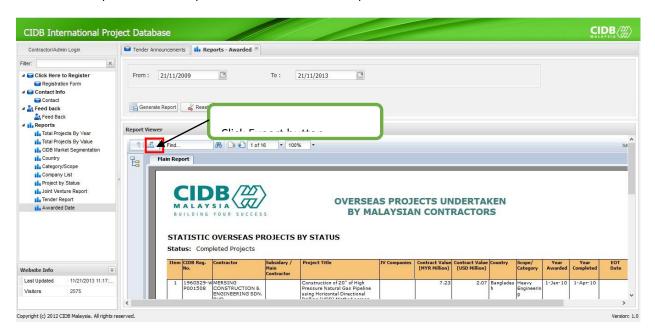
- Select From date
- Select To date



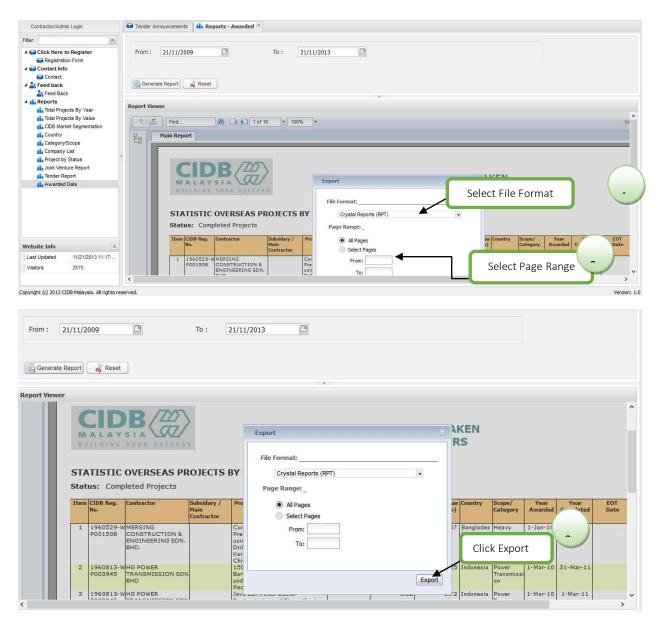
• The report is generated successfully.

### 4.6.10.3 Export Awarded Date Report

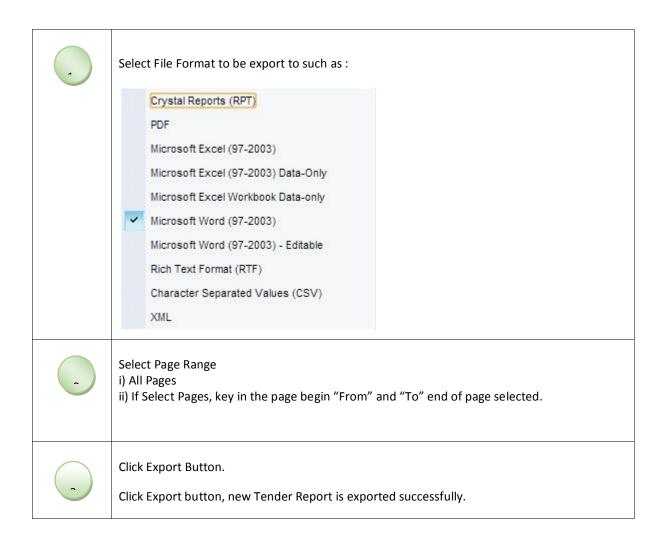
• Click Export button to export Awarded Date into multiple file format as shown on screen below:

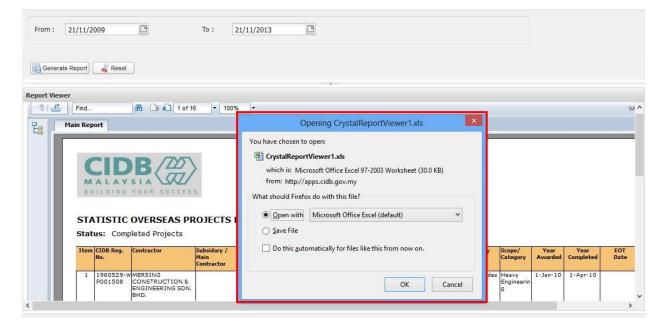


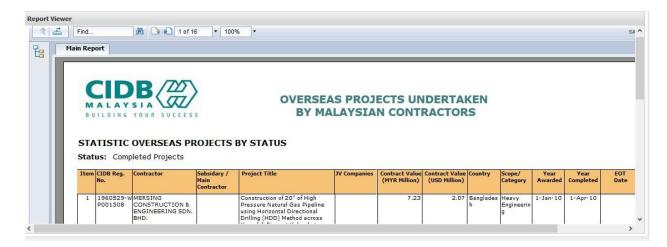
• Screen below shows pop up window will be displayed to choose file format type and page range.



Follow the following steps:





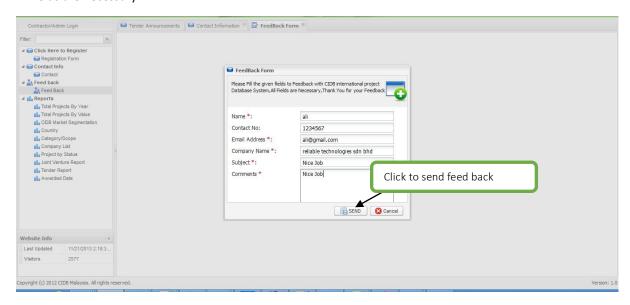


• Screen above shows the report is exported into Word document successfully.

## 4.6 Feedback

Feedback is used to send suggestions and comments

All fields are necessary



Your Feedback send successfully.